



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
BIODIVERSITY MANAGEMENT BUREAU**

QUEZON AVE., DILIMAN, QUEZON CITY

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BIDDING DOCUMENTS

**PROCUREMENT OF AUDIOVISUAL
PRODUCTION CONSULTANCY FIRM
ABC: P17,000,000.00**

PART I

**BIDS AND AWARDS
COMMITTEE**

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Section I. Request for Expression of Interest



REQUEST FOR EXPRESSION OF INTEREST

No. 2023-029

PROCUREMENT OF AUDIOVISUAL PRODUCTION CONSULTANCY FIRM

1. The Biodiversity Management Bureau (BMB) through the 2023 General Appropriations Act intends to apply the sum of **SEVENTEEN MILLION PESOS ONLY (P17,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the Contract for *Procurement of Audiovisual Production Consultancy Firm*.
2. The Biodiversity Management Bureau now calls for the submission of eligibility documents for the subject services. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **August 22, 2023** not later than **1:00pm** at the **BAC Secretariat at the Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, Quezon City**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
3. Interested bidders may obtain further information from BMB-BAC Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 a.m. to 5:00p.m.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **August 10, 2023** from the address below.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of top five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for shortlisting are:

<i>CRITERIA</i>	<i>WEIGHT</i>
<i>1. Track Record of Consulting Firm</i>	<i>50</i>
<i>2. Qualification of Team Composition</i>	<i>30</i>
<i>3. Sample of Other Completed Full Production Works (ENR and Non ENR)</i>	<i>20</i>
<i>TOTAL</i>	<i>100</i>
<i>PASSING RATE</i>	<i>70</i>



6. Bidding will be conducted in accordance with relevant procedures for open competitive bidding as specified in the IRR of RA 9184.
7. The Procuring Entity shall evaluate bids using the *Quality - Based Evaluation* procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within Twelve (12) months.
9. The *Biodiversity Management Bureau* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

*The Head, BAC Secretariat
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City
Telephone No. (02) 8924-6031 to 35 local 221
E-mail: bacsec@bmb.gov.ph*


MERIDEN E. MARANAN
Vice-Chairperson, BAC

Section II. TERMS OF REFERENCE

TERMS OF REFERENCE

To carry out its mandate on the management and development of protected areas in the Philippines, the Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) employs communication, education, and public awareness campaigns as a tool to spur participation of all stakeholders, from the government to the general public, especially those communities within protected areas covered by the National Integrated Protected Areas System (NIPAS) as amended by the Expanded NIPAS Act (RA 11038).

To further enhance the country's conservation efforts and public awareness for protected areas in the Philippines, DENR-BMB intends to produce promotional audio-video presentations (AVPs) of selected Protected Areas in the Philippines to be aired nationwide on national television and other venues. For this reason, DENR-BMB would require the services of an Audio Visual Production Firm for the creation of the Philippine Protected Areas Documentary Videos.

Service Description	: Audio Visual Production (AVP) Firm for the Production of Documentary Video Presentations of Philippine Protected Areas (Batch 5)
Project Duration	: Twelve (12) Months
Approved Budget for Contract	: Php 17 Million (17,000,000.00)

SCOPE OF WORK:

1. Considering inputs and guidance from the BMB, the AVP Production firm should be able to develop and submit the following:
 - a. detailed work plan;
 - b. an overall creative and narrative concept;
 - c. storyboard (8 stand-alone AVPs); and
 - d. script (narration, visuals, sounds) for the execution of **Eight (8) 8-10 minute stand-alone AVPs for each of the 8 PAs; eight (8) 30-second teaser video for each of the PAs; and a 10-15-minute general AVP on PAs.**
2. Present to the BMB the technical and creative layout of the concept for approval;
3. Provide BMB schedules of the production of AVPs, particularly in pre-production, video shooting, and post-production of AVPs;
4. Travel and Video Shoot at 8 different PA locations:
 - a. Mt. Pulag Natural Park
 - b. Palaui Island Protected Landscape and Seascape
 - c. Buhi Wildlife Sanctuary
 - d. Mts. Iglit-Baco Natural Park / Tubbataha Reefs Natural Park
 - e. Olango Island Wildlife Sanctuary
 - f. Murcielagos Island Protected Landscape and Seascape
 - g. Northern Negros Natural Park
 - h. Naga-Kabasalan Protected Landscape / Siargao Island Protected Landscape and Seascape

***PA List is subject to revisions notwithstanding the course of this project/contract.*

**** For items d & h, to consider only one (1) PA depending on weather condition*

5. Attend periodic meetings for updates and consultations with BMB;
6. Record voice-over narrations for AVPs;
7. Edit videos with voice-over;
8. Produce and present a first draft of AVPs to BMB for inputs and revisions;
9. Produce and present the revised draft of AVPs to BMB for final approval;
10. Produce the final AVPs using state-of-the-art editing and production equipment;
11. Procure airtime for four (4) TV Episodes of 26-minutes for 30 minutes airing covering eight (8) Protected Areas on free national TV channel with the title, "Our Fragile Earth: Protected Areas of the Philippines."

The scope of work of this Terms of Reference is beyond the optimum in-house capability and current workload of the procuring entity and is consistent with the Government's policy not to compete with the private sector as integrated into Item 2 of Annex "B" of the 2016 Implementing Rules and Regulation of RA 9184.

EXPECTED OUTPUTS:

1. Concept brief, script, and storyboard for eight (8) 8-10 minute stand-alone AVPs for each of the 8 PAs;
2. Concept brief, script, and storyboard for eight (8) 30-second stand-alone AVPs for each of the PAs;
3. Concept brief, script outline, storyboards and on-camera spiels for Senator Loren Legarda for the four (4) TV Episodes of 26-minutes for 30 minutes airing covering eight (8) Protected Areas;
4. Concept brief, script, and storyboard for 10–15-minute full length general AVP on PAs;
5. Production of a total of **17 sets of AVPs** following BMB approved concepts and scripts;
6. Submission of the original RAW high definition format video files of footage, still photos of PAs and final edited AVPs saved in high quality 8TB portable external hard drive (2 sets), plus 4 copies in MP4 format and DCP format in Flash drive of each AVP.
7. Memorandum of Agreement/Contract for the airing of the four (4) TV Episodes of 26-minutes for 30 minutes airing covering eight (8) Protected Areas on free national TV channel with the title, "Our Fragile Earth: Protected Areas of the Philippines."

Note: DENR-BMB retains full rights to all materials and footages (RAW and edited) in this production. Still photos should be submitted to BMB immediately after production shoot at each protected area.

DELIVERABLES

Deliverables	Proposed Deadline of Submission	Schedule of Payment (Tranches)
Upon signing of contract for the Production of Documentary Video Production of the PA AVPs	Month 1	1 (10%)

Inception Report detailing the work program on the PA AVP and conduct of a story conference.	Month 1	2 (30%)
Script, Storyboard & Shot List of eight (8) stand-alone AVPs and one (1) general AVP on PAs approved and accepted by BMB.	Months 2-4	3 (20%)
First draft of eight (8) stand-alone AVPs	Months 5-7	4 (15%)
Second draft of AVPs A. Eight (8) stand-alone (8 AVPs) B. First draft of the following: - Thirty-seconder teaser for the eight (8) AVPs - General AVP on PA - Sen. Loren Legarda's first spiels for the eight (8) stand-alone PA AVPs - First draft of four (4) TV episodes	Months 8-9	5 (15%)
Final Report comprising the following: A. Stand-alone eight (8) PA AVPs	Months 10-12	6 (10%)

<p>B. Thirty-second teaser for the eight (8) AVPs;</p> <p>C. General AVP on Pas (1 AVP);</p> <p>D. Sen. Loren Legarda's spiels for the eight (8) stand-alone PA AVPs</p> <p>E. Four (4) TV episodes</p> <p>F. Submission of the following:</p> <ul style="list-style-type: none"> - Original RAW high-definition video files of footage, - High resolution still photos of PAs - Final edited AVPs saved in high quality 8TB portable external hard drives (2 sets), plus 4 copies of MP4 files and DCP format, and DVDs of each AVP <p>G. Memorandum of Agreement (MOA)/contract with procurement of airtime for eight (8) 8-10 minute stand-alone AVPs for each of the 8 PAs on national TV with the title, "Our Fragile Earth: Protected Areas of the Philippines"</p>		
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QUALIFICATIONS:

The AVP Production Firm must:

1. Be a duly registered business entity with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry;
2. Be registered with the Philippine Government Electronic Procurement System (PHILGEPS);
3. Be registered with the Bureau of Internal Revenue (BIR);
4. Have at least five (5) years of experience in the production of AVPs for either commercial, government, or non-government organizations;
5. Have previously worked on or produced similar AVP productions, especially in the ENR and development sector, creatively rendered for a general audience;
6. Have demonstrated proficiency in developing and executing creative concepts, narrative flow, design, and treatment for video, as well as a consistent ability to deliver outstanding audiovisual output; and
7. Have substantial financial and manpower capability in producing, managing, and directing audiovisual productions.
8. Assign a production team composed of the following:
 - Production Manager
 - Director
 - Videographer/Cameraman

- Scriptwriter
- Video Editor
- Audio Editor

EVALUATION PROCEDURE:


- Quality-Based Evaluation Procedure

Interested bidders must submit their Letter of Intent to:

The Chairperson

Bids and Awards Committee (BAC)
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City 1101
Email: bmb@bmb.gov.ph, bacsec@bmb.gov.ph
Cc: cawed@bmb.gov.ph; cepa@bmb.gov.ph

APPROVED:


MARCIAL C. AMARO, JR. CESO II
Director, BMB
In concurrent capacity as Assistant Secretary for
Policy, Planning and Foreign-Assisted and Special
Projects

Section III. Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or -controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class "A" Documents –

Legal Documents
 - (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services (with details of the final outputs/deliverables);
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration (with details if extended or terminated); and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants

shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents in **hard copy** through their duly authorized representative on or before the deadline specified in Clause 5. Electronic submission of eligibility documents will not be accepted.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;
 - (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (f) bear the specific identification of this Project indicated in the **EDS**; and
 - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (h) the name of the prospective bidder;
 - (i) whether there is a modification or substitution; and
 - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	<i>PROCUREMENT OF AUDIOVISUAL PRODUCTION CONSULTANCY FIRM</i>
1.3	<p>Foreign consultants may be eligible to participate in this Project, subject to the following conditions to be complied within ten (10) days upon receipt of the Notice of Award:</p> <p>a) must be registered with the SEC and/or any agency authorized by the laws of the Philippines;</p> <p><i>b)</i> when the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate GoP professional regulatory body specified in Clause 1.2 to engage in the practice of those professions and allied professions: <i>Provided, however,</i> That the limits of such authority shall be strictly observed.</p>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within Five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<i>Performance Evaluation and Rating from clients Certificate of Acceptance</i>
4.1	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
(e)	<p><i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p><i>Anson M. Tagtag - Chairperson</i> <i>Meriden E. Maranan - Vice-Chairperson</i> <i>Nancy R. Corpuz - Member</i> <i>Atty. Theresa M. Tenazas - Member</i> <i>Juvy P. Ladisla - End-user</i></p>
4.1(f)	<p><i>State specific details concerning the identification of the Project</i></p> <p style="text-align: center;"><i>REI No. 2023-029</i></p>
4.3(c)	<p>The address for submission of eligibility documents is:</p> <p style="text-align: center;"><i>The Chairperson</i></p>

	<p style="text-align: center;">Bids and Awards Committee Biodiversity Management Bureau Ninoy Aquino Parks and Wildlife Center Quezon Avenue, Diliman, Quezon City Telephone NO. 8924 6031 to 35 local 221</p> <p>The deadline for submission of eligibility documents is</p> <p style="text-align: center;">August 22, 2023, 1:00 P.M.</p>												
9.1	<p>Similar contracts shall refer to :</p> <p style="text-align: center;">Audio Visual and Video Documentary Production</p>												
9.3	<p><i>Insert here the detailed set of criteria and rating system to be used by the Procuring Entity for the short listing of consultants. The criteria shall consider the applicable individual experiences of the principal and key staff in case of new firms.</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">CRITERIA</th> <th style="text-align: center;">WEIGHT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1. Track Record of Consulting Firm</td> <td style="text-align: center;">50</td> </tr> <tr> <td style="text-align: center;">2. Qualification of Team Composition</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">3. Sample of Other Completed Full Production Works (ENR and Non ENR)</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">100</td> </tr> <tr> <td style="text-align: center;">PASSING RATE</td> <td style="text-align: center;">70</td> </tr> </tbody> </table>	CRITERIA	WEIGHT	1. Track Record of Consulting Firm	50	2. Qualification of Team Composition	30	3. Sample of Other Completed Full Production Works (ENR and Non ENR)	20	TOTAL	100	PASSING RATE	70
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PROCUREMENT OF AUDIOVISUAL PRODUCTION CONSULTANCY FIRM

CHECKLIST OF REQUIRED DOCUMENTS

LEGAL DOCUMENTS

Class "A" Documents

1. PHILGEPS Certificate of Registration (Platinum)

TECHNICAL DOCUMENTS

2. Statement of prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. The statement shall include, for each contract, the following:
 - 2.1 the name and location of the contract;
 - 2.2 date of award of the contract;
 - 2.3 type and description of consulting services;
 - 2.4 consultant's role (whether main consultant, sub consultant, or partner in a JV)
 - 2.5 amount of contract
 - 2.6 contract duration; and
 - 2.7 certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contracts
3. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

Class "B" Document

If applicable

4. Joint Venture Agreement (JVA) in case the joint venture is already existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR R.A. 9184

PROCUREMENT OF AUDIOVISUAL PRODUCTION CONSULTANCY FIRM

Statement of Completed Contracts

This is to certify that _____ has the following completed contracts for the period CY _____

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-Contractor Partner in a JV, etc.)	Amount of Contract	Contract Duration	Proof/ Certificate of Satisfactory Completion or Equivalent Document Issued by at Least One (1) Client (Separate Sheet)
			Note: Include description of the activities conducted/undertaken by the consultant		Note: Include month/s and years/s for studies and day/s and hour/s for trainings /workshop s/seminars	

Name and Signature of Authorized Representative

Date

Instructions:

- a) Cut-off date : The day before the deadline of submission of eligibility documents.
- b) State completed contracts for the last five (5) years contracts that are similar to the project being procured/bid in terms of nature and amount shall be prioritized in inclusion in the list

PROCUREMENT OF AUDIOVISUAL PRODUCTION CONSULTANCY FIRM

STATEMENT OF ONGOING AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-Contractor Partner in a JV, etc.	Amount of Contract	Contract Duration	Remarks
			Note: Include description of the activities to be conducted/undertaken by the consultant		Note: Include month/s and years/s for studies and day/s and hour/s for trainings / workshops/ seminars	

Name and Signature of Authorized Representative

Date

Instructions:

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for procurement/bidding) as of the day before the deadline of submission of eligibility documents.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

FORMAT OF CURRICULUM VITAE (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project (in months and years with detailed description/discussion on the nature and scope of work). Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last 20 years (in-man-months for evaluation studies and man-hours/man-days for trainings/seminars/workshops conducted/provided), also indicate role played and types of activities performed and client references, where appropriate. Failure to indicate details of role and duration shall merit zero points.]

Trainings Attended:

[Summarize trainings/seminars attended as participant indicating topic and specific duration (in hours/days). Attach certificates, if any. Failure to indicate details shall merit zero points.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date : _____
(Signature of staff member and authorized representative of the firm) Date/Month/Year

Full name of staff member:

Full name of authorized representative:

PROCUREMENT OF AUDIOVISUAL PRODUCTION CONSULTANCY FIRM (BATCH 5)

STATEMENT OF KEY STAFF FOR CONSULTING SERVICES

Name of Consultant: _____
Business Address : _____

Field of Expertise/Name of Personnel	Name of Related Study Involved	Position/Involvement in the Related Study	Nationality	Years with the Firm	Number of Study Currently Involved
1. Team Leader					
1					
to					
n					
2. Lead Enumerator/Surveyor					
1					
to					
n					
4. Statistician					
1					
to					
n					

It is hereby confirmed that the above consultants are registered professionals authorized by the appropriate regulatory body to practice their profession.

Note:

- Should the personnel mentioned above are “on-call” or not a permanent employee of the consulting firm, please provide evidence and said personnel agreed to be nominated and once the firm is shortlisted, the personnel will submit letter of commitment.

Submitted by: _____

Name of Representative of Bidders: _____

Position: _____

Date: _____