

Republic of the Philippines
DEVELOPMENT BANK OF THE PHILIPPINES
 HEAD OFFICE: MAKATI CITY, PHILIPPINES

INVITATION TO BID/REQUEST FOR EXPRESSION OF INTEREST

The Development Bank of the Philippines is inviting interested bidders to apply for eligibility and to bid for:

PROJECT	APPROVED BUDGET FOR THE CONTRACT
Hiring of Services of a Design Agency/ Advertising Agency/Creative Boutique for the Creative Concept, Design, Layout, Copywriting, Digital Imaging/Retouching, Scanning, Editing, Artwork, Photography, Color Separation, Printing, Binding and other related Services for the Year 2009 DBP Annual Report	P1,250,000.00
	SOURCE OF FUND: DBP FUND

*Bids received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected at Bid Opening.

Delivery Period: Not later than June 4, 2010

Schedule of Activities:

Particulars	Date	Venue
Submission of Letter of Intent (LOI) and Eligibility Requirement Documents	“On or before” 9:00 a.m. of February 15, 2010 (Monday)	BAC Secretariat, 6th/Floor, DBP Building, Makati City
Opening of Letter of Intent (LOI) and Eligibility Requirement Documents (Prospective Bidders are encouraged to attend the Opening of Eligibility Requirements Documents)	9:30 a.m. of February 15, 2010 (Monday)	OPS Conference Room, 6th/Floor, DBP Building, Makati City
Issuance of Bid Data Sheet/Terms of Reference	February 16-22, 2010	BAC Secretariat, 6th/Floor, DBP Building, Makati City
Pre-Bidding Conference	February 23, 2010 (Tuesday) at 9:00 a.m.	OPS Conference Room, 6th/Floor, DBP Building, Makati City
Submission of Technical and Financial Proposals of Eligible Consultants/Bidders	“On or before” 9:00 a.m. of March 8, 2010 (Monday)	BAC Secretariat, 6th/Floor, DBP Building, Makati City
Opening of Technical Proposals (Eligible Bidders are encouraged to attend the Opening of Technical Proposals)	March 8, 2010 (Monday) at 9:30 a.m.	OPS Conference Room, 6th/Floor, DBP Building, Makati City

Bidding will be conducted through open competitive bidding procedures as specified in the IRR-A of R.A. 9184, and is restricted to Filipino citizens or organizations with at least sixty percent (60%) interest belonging to citizens of the Philippines. The process for the eligibility check is described in the Eligibility Documents. Only those who passed the pre-qualifications will be allowed to submit bids.

The contract will only be awarded to the Highest Rated and Responsive Bidder who was determined as such during the post-qualification. Interested parties may secure the Eligibility Requirement Forms from the BAC Secretariat, 6th Floor, DBP Building, Makati City or you may download these forms at www.devbankphil.com.ph and at the Philippine Government Electronic Procurement System (PHILGEPS) of the Department of Budget and Management. A non-refundable fee of Php 500.00 will be charged to all bidders who passed the eligibility requirements. **Quality Based Evaluation/Selection** will be used in the evaluation of proposals. DBP shall evaluate the Consultants/bidders based on the following criteria and weights:

Criteria	Weight (%)
Technical Proposal	
a. Clarity of concept submitted – clearness of interpretation of a specific theme	30%
b. Originality of concept and report presentation	20%
c. Layout/Design (logic and organization of presentation)	20%
d. Visual Impact (aesthetic and attention-getting appeal to readers)	
▪ Cover	10%
▪ Color	10%
▪ Inside Pages	10%
Total	100%

The bidders who passed the pre-qualifications are advised to check the Bank’s website and the Philippine Government Electronic Procurement System (PHILGEPS) for bid bulletin and announcements regarding the project.

The Development Bank of the Philippines reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further inquiries, please call Telephone Numbers 8125702/8189511loc. 2610/2606.

Bids and Awards Committee

BAC Project No.: C-001-10

Project: Hiring of Services of a Design Agency/Advertising Agency/Creative Boutique for the Creative Concept, Design, Layout, Copywriting, Digital Imaging/Retouching, Scanning, Editing, Artwork, Photography, Color Separation, Printing, Binding and other related Services for the Year 2009 DBP Annual Report

CHECKLIST OF ELIGIBILITY REQUIREMENTS

LEGAL DOCUMENTS

The following documents shall be submitted not later than the date specified in the Invitation to Bid/Request for Expression of Interest in three (3) copies and should be placed in a binder with labeled separators between requirements:

The Eligibility Envelope shall contain the following:

1. Letter of Intent
2. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives
3. Mayor's permit issued by the city or municipality where the principal place of business is located
4. Articles of Incorporation, Partnership or Cooperation, whichever is applicable including amendments thereto, if any
5. Valid joint venture agreement (JVA), in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

TECHNICAL DOCUMENTS

6. 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 a period of three (3) years.
7. 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.
8. Sample of works of Annual Report or similar printed item/s.

FINANCIAL DOCUMENTS

9. Latest Audited Financial Statements showing, among others, total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

Registry of Consultants

Letter of Intent and Application for Eligibility Processing

Date: __/__/__

Project / Contract Name: _____
Project / Contract ID: _____ Approved Budget for the Contract : _____
Name of Newspaper: _____ Dates of Advertisement: _____
Deadline for Submission of Form: _____ Contract Duration: _____
Issuance of Eligibility Documents from _____ to _____ at _____

I hereby certify my intent to apply for eligibility to participate in the above project and state that the following statements are true by placing my initials in each box.

- The firm / company I represent has key personnel that are qualified to undertake the above project.
- The firm / company I represent owns, and/or has under lease and/or purchase agreements for equipment that is needed to undertake the above project / contract.
- The firm / company I represent is currently not blacklisted per GPPB Consolidated Government Level Blacklisted Consultants.
- The firm / company I represent has updated the Consultant's Information Report on the list of our ongoing contracts and awarded contracts but not yet started.

I hereby certify that all information provided herein, is true and correct, and I hold myself liable, criminally or civilly, for any misrepresentation or false statement made herein.

In witness thereof, I have hereunto affix my signature this ___ day of _____, 20__ at _____, Philippines.

Authorized Representative
Position
Name of the Bidder

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between _____, of legal age, (civil status), owner/proprietor of _____ and a resident of _____.

- and -

_____, of legal age, (civil status), owner/proprietor of _____ a resident of _____.

THAT both parties agree to join together their manpower, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the Development Bank of the Philippines.

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this ____ day of _____, in the year of our Lord _____.

Statement of all Government & Private Contracts completed which are similar in nature

Business Name : _____
 Business Address : _____

Name of Contract	a. <u>Owner's Name</u> b. <u>Address</u> c. <u>Telephone Nos.</u>	Nature of Work	Bidder's Role		a. <u>Amount at Award</u> b. <u>Amount at Completion</u>	a. <u>Date Awarded</u> b. <u>Contract Effectivity</u>
			<u>Description</u>	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 Certificate of Completion
- 3 Certificate of Acceptance

Submitted by : _____
 (Printed Name & Signature)

Designation : _____
Date : _____

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____
 Business Address : _____

Name of Contract/ Project Cost	d. Owner's Name e. Address f. Telephone Nos.	Nature of Work	Bidder's Role		d. Date Awarded e. Date Started f. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
Note: This statement shall be supported with:						<u>Total Cost</u>		

- 1 Notice of Award and/or Contract
- 2 Notice to Proceed issued by the owner
- 3 Certificate of Accomplishments signed by the owner or authorized

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____