



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Bids and Awards Committee

**REQUEST FOR EXPRESSION OF INTEREST FOR
CREATIVE CONSULTING SERVICES FOR THE RESEARCH, CONCEPT
DEVELOPMENT, COPYWRITING & EDITING, DESIGN & LAYOUT,
PHOTOGRAPHY & PRINTING OF THE MUNTINLUPA 30th CITYHOOD
COMMEMORATIVE COFFEE TABLE BOOK AND THE PRINTING AND
PUBLICATION OF THE MUNTINLUPA WORLD WAR II HISTORY BOOK**

1. The **CITY GOVERNMENT OF MUNTINLUPA**, through the **2024 Executive Budget** intends to apply the sum of **Seven Million Seven Hundred Ninety Five Thousand Pesos (Php7,795,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for **Creative Consulting Services for the Research, Concept Development, Copywriting & Editing, Design & Lay out, Photography & Printing of the Muntinlupa 30th Cityhood Commemorative Coffee table Book and the Printing and Publication of the Muntinlupa World War II History Book**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **CITY GOVERNMENT OF MUNTINLUPA** now calls for the submission of eligibility documents for the **Creative Consulting Services for the Research, Concept Development, Copywriting & Editing, Design & Lay out, Photography & Printing of the Muntinlupa 30th Cityhood Commemorative Coffee table Book and the Printing and Publication of the Muntinlupa World War II History Book Production, Printing, Publication & Consultancy Services for the Muntinlupa Cityhood**. The consultant is expected to meet the following objectives for the duration of the project:
 - A. For the Coffee table Book:
 - A.1 Conceptualization, Design, and Layout for Book Cover, Inside Pages, and Other Special Pages
 - A.2 Research and Editorial Services of Book Manuscript
 - A.3 Production of One (1) Final Comprehensive Study
 - A.4 Printing
 - A.5 Overall Project Management
 - B. For the History Book:
 - B.1 Printing and Publication
3. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **October 1, 2024, 8:00 a.m.** at **BAC Office, 2/F City Hall Main Bldg., National Road, Putatan, Muntinlupa City**. while the opening of eligibility documents shall be on **October 1, 2024, 9:00 a.m.** at the **2/F Lobby, City Hall Main Building, National Road, Putatan, Muntinlupa City** Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.



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4. Interested bidders may obtain further information from CGM BAC Secretariat through contact details given below and inspect the Bidding Documents at the address given below during office hours 7am to 4 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 19, 2024** from the given address and website(s) below and upon payment of a fee in the amount of **Ten Thousand Pesos (P10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile or through electronic means.

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.

6. 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 *a maximum of three (3)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:
 - i. **Experience and Capability of Consulting Firm (25 points)**
 - ii. **Qualification of key personnel who may be assigned to the Project (50 points)**
 - iii. **Over-all Work Commitment (25 points)**

The top three (3) bidders with at least 80% overall score shall be shortlisted.

DESIGN STUDIOS AND AGENCIES WITH GRAPHIC DESIGN/ADVERTISING AS ITS MAIN BUSINESS, which has been in operation for at least ten (10) years and with experience in the conceptualization, copywriting, design, layout, color separation, photography and printing of collateral materials

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.
8. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.



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9. The Procuring Entity shall evaluate bids using the *Quality-Based Evaluation (QBE)* procedure.

Criteria	Bases	Weight (%)
Experience and Capability of the Bidder	As specified in the qualifications above, and the submission of a duly notarized Omnibus Sworn Statement using the prescribed format of RA 9184	20%
Quality of personnel to be assigned to the project		30%
Plan of approach and methodology	Timelines, clarity, feasibility, innovativeness, and comprehensiveness of the written proposal and the overall quality of proposed work	50%
TOTAL		100%

The bidder with the highest rated score based on the technical proposal submitted, provided that the score shall pass the hurdle rate of 80 percent based on the technical evaluation component, shall be the Highest Rated Bidder.

10. The contract shall be completed within **Four (4) Months** from receipt of Notice to Proceed.

11. The **CITY GOVERNMENT OF MUNTINLUPA** 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.

12. For further information, please refer to:

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ENGR. ALLAN K. CACHUELA
Chairperson
BAC- City Government of Muntinlupa