

Procurement of the Services of a Local Public Relations Agency  
(REI No. 2019-012)

Documents Comprising the Bid: Technical and Financial Proposal

The Technical Components (1<sup>st</sup> Envelope) shall contain the following:

- Duly Signed Technical Proposal Submission Form (TPF 1);
- The **bid security** shall be limited to a **Bid Securing Declaration** OR any of the following forms and amounts:
  - The amount of not less than PhP 500,000.00, if bid security is in **cash, cashier's manager's check, bank draft/guarantee or irrevocable letter of credit**;
  - The amount of not less than PhP 1,250,000.00, if bid security is in **Surety Bond**.
- Consultant's References (TPF 2);
- Comments & Suggestions of Consultant on the Terms of Reference & on Data, Services, & Facilities to be provided by DOT (TPF 3);
- Description of the Methodology & Work Plan for Performing the Project (TPF 4);
- Team Composition & Task Projects (TPF 5) with organizational chart for the project;
- Format of Curriculum Vitae (CV) for Proposed Professional Staff (TPF 6);
- Time Schedule for Professional Personnel (TPF 7);
- Activity (Work) Schedule (TPF 8) - Attach additional sheets for description of activities;
- Duly Notarized Omnibus Sworn Statement by the prospective bidder or its duly authorized representative (please refer to the template in Section VII. Bidding Forms of the bidding documents), to be accompanied by the following:
  - If sole proprietorship - Duly notarized Special Power of Attorney for authorized representative
  - If partnership, corporation, cooperative or joint venture – Duly notarized Special Power of Attorney, Board/Partnership Resolution or Secretary's Certificate, whichever is applicable

The Financial Components (2<sup>nd</sup> Envelope) shall contain the following:

- Duly signed Financial Proposal Submission Form (FPF 1);
- Summary of Costs (FPF 2);
- Breakdown of Price Per Activity (FPF 3);
- Breakdown of Remuneration per Activity (FPF 4);
- Reimbursables per Activity (FPF 5); and
- Miscellaneous Expenses (FPF 6);

**Note:** *All documents shall be current and updated and any missing document in the above mentioned checklist is a ground for outright rejection of the bid. Bidders are required to submit one (1) original and six (6) photocopies of their bids.*

*To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents **tabbed, bounded and labeled accordingly.***