



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**REQUEST FOR PROPOSAL**

- The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the *“Engagement of a Graphic Designer”* in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project** : *“Engagement of a Graphic Designer”*

**Approved Budget for the Contract** : Three Hundred Sixty Thousand Pesos (Php360,000.00)

**Terms of Reference** : See the attached Annex “A” for Terms of Reference

**Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila

**Delivery Term** : See attached schedule in the Terms of Reference (Annex “A”)

- The DBM now calls for the submission of eligibility documents for Consulting Services of the above-mentioned Project. The Graphic Designer is expected to meet the following objectives for the duration of the Project:
- The objectives of this engagement are to create a brand identity system and a layout for website design, and produce a promotional video for LGSF-AC/Green, Green, and Green within sixty (60) days from the date of receipt of Notice to Proceed.

Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project (see Annex A).

- In accordance with Section 24 of R.A. No. 9184 and its IRR, the criteria and rating system are:
  - i. Experience of the Graphic Designer in implementing multimedia brand campaigns (40 points):
  - ii. Similar projects completed in the government sector (30 points)
  - iii. Qualification of the principal/technical consultant (30 points)
- The DBM shall evaluate bids using the **Quality Based Evaluation (QBE)**. The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
- The DBM 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 R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

- Scoring shall be based on eligibility documents submitted, considering the criteria and rating system mentioned above.
- The minimum score required for each criterion is, as follows:
  - (i) Applicable experience of the Graphic Designer in implementing multimedia brand campaigns (25 points);
  - (ii) Similar projects completed in the government sector (20 points); and
  - (iii) Qualification of the principal/technical consultant (15 points).
- Interested suppliers are required to submit the following documents as eligibility requirements during submission of offer/quotation:
  - Valid and current Mayor's Permit or BIR Certificate of Registration (In cases of recently expired Mayor's/Business permits, they shall be accepted together with their respective official receipts as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the IRR of R.A. No. 9184.)
  - 2017 Income/Business Tax Return
  - PhilGEPS Registration Number
  - Notarized Omnibus Sworn Statement
  - Price Quotation Form (Annex "C")
  - Statement of all Government and Private Contracts completed which are similar in nature (Use Annex D)
  - List of all Ongoing Government and Private Contracts including contracts awarded but not yet started (Use Annex E)
  - Curriculum Vitae (Use Annex F)

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

  1. Diploma
  2. Certificate of Employment
  3. Professional Certifications and/or Licenses
  4. Portfolio
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder
- Submission of quotation and eligibility documents is on or before **3:00 p.m. of July 17, 2018** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila.
- For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
 OIC- Director IV, Administrative Service

**TERMS OF REFERENCE**

**ENGAGEMENT OF GRAPHIC DESIGNER  
FOR THE DEPARTMENT OF BUDGET AND MANAGEMENT'S  
LOCAL GOVERNMENT SUPPORT FUND - ASSISTANCE TO CITIES PROGRAM / GREEN, GREEN, GREEN  
PROGRAM**

**I. BACKGROUND**

The Project Management Unit under the Office of the Secretary is tasked to develop and oversee the efficient and effective management and utilization of priority urban development projects such as the Local Government Support Fund - Assistance to Cities (LGSF-AC), or Green, Green, Green.

**II. OBJECTIVES**

The objectives of this engagement are to create a brand identity system and a layout for website design, and produce a promotional video for LGSF-AC/Green, Green, Green within sixty (60) days from the date of receipt of Notice to Proceed.

**III. QUALIFICATION REQUIREMENTS**

The Graphic Designer should:

1. Have at least a Bachelor's degree preferably in Communications, Marketing, Multimedia Arts, Fine Arts, or any other relevant course
2. Have successfully developed a brand identity for at least (3) government agencies
3. Have experience implementing multimedia brand campaigns

**IV. SCOPE OF WORK**

1. Brand Identity System with logo, colors, typography, graphic elements, design applications including presentation design, social media materials, and others as needed
2. Layout for website design applying the brand identity and considering the following needs:
  - a. Website serves as the homepage for those seeking information regarding LGSF-AC/Green, Green, Green and Pasig River Ferry Convergence Program, such as the project concept and guiding principles;
  - b. Website includes links to the DBM circulars and other relevant documents
  - c. Host a profile for each city (for LGSF-AC/Green, Green, Green)
  - d. Display of main contact information for concerns
3. Layout applying the brand identity for display of project proposals for the LGSF-AC/Green, Green, Green launch, considering the clear and engaging communication of information for a wide audience including government, academe, professionals, media, and citizens

**V. SCHEDULE OF PAYMENT AND DELIVERABLES**

The Graphic Designer will be paid the amount not more than the approved budget for the project, chargeable against appropriate DBM funds and subject to any tax obligations/deductions that may be imposed upon submission and acceptance of required outputs and deliverables, as follows:

	<b>Deliverable</b>	<b>Payment</b>
<b>1</b>	Brand Identity	<b>40%</b>
<b>2</b>	Website Design	<b>30%</b>
<b>3</b>	Promotional Video	<b>30%</b>

Travel expenses, at allowable government rates, for official travels of the contract of service personnel, whenever necessary and as authorized by the Secretary, shall be chargeable against appropriate DBM funds, subject to existing budgeting, accounting, and auditing rules and regulations.

**VI. DISPUTE RESOLUTION**

Any dispute resolution arising out of the contract, which cannot be amicably settled, between DBM and the firm, shall be referred to adjudication/arbitration in accordance with the laws of the Republic of the Philippines.

**VII. LIABILITY**

In case the individual consultant fails to satisfactorily complete the services required under the contract, the same shall be liable for damages of the delay. Consequently, the individual consultant will have to pay DBM liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of unperformed portion for every day of delay, but not more than ten percent (10%) of the contract amount.

**VIII. TERMINATION**

The DBM or the firm may extra-judicially terminate the contract for any reason, by notifying the other party in writing, at least one (1) month prior to intended date of termination of contract.

## ELIGIBILITY DATA SHEET

*The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to July 13, 2018 (see Annex E for format).*

*Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex D for format).*

Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.

Each prospective bidder shall submit one (1) original eligibility documents.

DBM-BAC Secretariat  
BAC Conference Room  
Department of Budget and Management  
Ground Floor, DBM Building III, General Solano St., San Miguel, Manila  
Telefax No. 657-3300 local 3115  
Email address: [procurement@dbm.gov.ph](mailto:procurement@dbm.gov.ph)

The name of the Project is *Engagement of a Graphic Designer*

The address for submission of eligibility documents is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.

The place of opening of eligibility documents is the same with the above-mentioned address.

The date and time of opening of eligibility documents July 17, 2018, 3 p.m.

Similar contracts shall refer to *development of Brand Identity, Multimedia brand campaigns*

The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below.

Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

- (i) Experience of the Graphic Designer in implementing multimedia brand campaigns (40 points);
- (ii) Similar projects completed in the government sector (30 points); and
- (iii) Qualification of consultant who will be assigned in the project (30 points).

The minimum score required for each criterion is, as follows:

- (i) Experience of the Graphic Designer in implementing Multimedia brand campaigns) (25 points)
- (ii) Similar projects completed in the government sector (20 points); and
- (iii) Qualification of consultant who will be assigned in the project (15 points).

<b>Evaluation Criteria</b>			
<b>Criteria</b>	<b>Reference Guide Points</b>		
	<b>Percentage Equivalent</b>	<b>Equivalent Points (Maximum)</b>	<b>Equivalent Points (Minimum)</b>
<b>1. Experience of the Graphic Designer in implementing Multimedia Brand Campaigns</b>		<b>40</b>	<b>25</b>
<b>2. Similar Projects Completed in the Government Sector</b>		<b>30</b>	<b>20</b>
<b>3. Qualification of Consultant</b>		<b>30</b>	<b>15</b>
Bachelor's Degree or higher			
<b>Total</b>		<b>100.00</b>	<b>60.00</b>

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Bldg. III, Gen. Solano St.,  
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
<i>Engagement of a Graphic Designer for the Department of Budget and Management's Local Government Support Fund – Assistance to Cities Program/ Green, Green, Green</i>	▪ Brand Identity	1 lot		
	▪ Website Design			
	▪ Promotional Video			
	▪ Please see attached Annex "A" for the Terms of Reference			
Total (inclusive of VAT)				

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative\_\_\_\_\_  
Name of Company\_\_\_\_\_  
Contact No.

**Statement of all Government and Private Contracts Completed  
which are Similar in Nature**

Consultant's Name: \_\_\_\_\_

Consultant's Address: \_\_\_\_\_

Name of Client/Contact Person/Contact Number/Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Date : \_\_\_\_\_

Instructions:

- a) Projects should be completed within ten (10) years immediately preceding December 31, 2017.
- b) Completed contract:
  - (i) Similar contract shall refer to Developing Brand identity and Multimedia Campaigns.
  - (ii) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.



**List of all Ongoing Government and Private Contracts Including  
Contracts Awarded but not yet Started**

Consultant's Name: \_\_\_\_\_

Consultant's Address: \_\_\_\_\_

Name of Client/ Contact Person/ Contact Number/ Email Address	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Date : \_\_\_\_\_

**Instructions:**

- i. 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 being bidded) prior to July 13, 2018.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

CURRICULUM VITAE (CV) OF THE CONSULTANT

<b>Personal Information</b>					
Name of Consultant					
Address		Contact No.		Email Address	
Date of Birth		Citizenship		Civil Status	
<i>Work Experience (start from the current employment)</i>					
Company Name	Inclusive Dates		Total	Position Title	Actual Duties and Responsibilities
	From	To	(Years, Months)		

**Current Workload (include workload or projects form other companies, if any)**

Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

**Relevant Training (start from the most recent)**

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

**Education (start from the most recent)**

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other Credentials	Title	Date Received

**Note:**

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

5. Diploma
6. Certificate of Employment
7. Professional Certifications and/or Licenses
8. Portfolio

**Certification:**

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

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification]*