

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY

**PROCUREMENT OF CONSULTANCY SERVICES FOR
THE CONTENT MANAGEMENT OF THE CAPTIVE
PORTAL PAGES OF THE FREE WI-FI INTERNET
ACCESS IN PUBLIC PLACES PROJECT**

BID REFERENCE NO.: BAC4FREEWIFI-2016-07-014

APPROVED BUDGET FOR THE CONTRACT: PhP10,000,000.00

**DEPARTMENT OF INFORMATION AND COMMUNICATIONS
TECHNOLOGY**

**SPECIAL BIDS AND AWARDS COMMITTEE
FOR FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT
(BAC4FREEWIFI)**

AUGUST 2016

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PART 1

SECTION I.

REQUEST FOR EXPRESSION OF INTEREST

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE
CONTENT MANAGEMENT
OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET
ACCESS IN PUBLIC PLACES PROJECT**

1. The **DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (DICT)**, through the **2016 General Appropriations Act** intends to apply the sum of **Ten Million Pesos (PhP10,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT**.
2. The DICT now calls for the submission of eligibility documents for the **PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT**.
3. The DICT will hold a **Pre-Eligibility Conference** is on **8 August 2016** at **Room 305, the DICT Building, Carlos P. Garcia Avenue, UP Diliman, Quezon City** starting from 10:00 AM which will be open to all interested consultants.
4. Interested consultants must submit their eligibility documents on or before **12 August 2016, 12 Noon** at the **DICT Building, C.P. Garcia Avenue, UP Diliman, Quezon City**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
5. **The Special Bids and Committee for the Free Wi-Fi Internet Access in Public Places Project (BAC4FREEWIFI)** shall draw up the shortlist of consultants from those who have submitted 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 shortlist shall consist of **not more than five (5) prospective bidders** who will be entitled to submit bids. **Minimum average rating to be considered for shortlisting is 80%**. The criteria and rating system for short listing are:

	CRITERIA	WEIGHT	ELIGIBILITY DOCUMENTS	RATING SYSTEM	
1	Applicable Experience	35%	SEC or DTI Registration or equivalent as certified by the embassy of the country where the principal office of the bidder is located	100%	5 to 9 years in business or more
				80%	3 to 4 years in business
				60%	1 to 2 years in business
				20%	less than a year in business
2	Qualification of Bidder	40%	Single Largest Completed Contract Similar to the Project in terms of Size and Complexity (Content management for news website, commercial or corporate blog with daily updates with at least one content per day)	100%	Completed contract as Main contractor
				80%	% Completed contract as Partner contractor
				60%	Completed contract as Subcontractor
3	Current Workload	25%	NFCC will be determined by the procuring entity based on their Audited Financial Statements and Statement of All Ongoing Government and Private Contracts.	100%	NFCC is more than 100% of the ABC
				80%	NFCC is 50% to 100% of the ABC
				60%	NFCC is 25% to 49% of the ABC
				40%	NFCC is 1% to 24% of the ABC
TOTAL		100%			

NFCC is computed based on $(NFCC = (CA-CL) * K) - \text{Outstanding portion of all ongoing contracts. } K= 10$

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. The DICT shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

8. The duration of the contract will start from the receipt of the Notice to Proceed (NTP) and will last until complete twelve (12) months are served for each locality. Please refer to the Terms of Reference (Section V).

9. The DICT 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.
10. For further information, please refer to:

Rosa Pilipinas M. Mendoza

Head, BAC4FREEWIFI Secretariat

Department of Information and Communications Technology

Carlos P. Garcia Avenue, UP Diliman, Quezon City

TeleFax No.: 9286071

Email Address: bac4freewifi@dict.gov.ph

Website: www.dict.gov.ph

MARIA TERESA MAGNO-GARCIA

Chairperson, BAC4FREEWIFI

PART 1

SECTION II.

ELIGIBILITY DOCUMENTS

1. Eligibility Criteria

- 0.1. 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, and of which at least sixty percent (60%) interest belongs to citizens 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.
- 0.2. 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**.
- 0.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the **EDS**.
- 0.4. Government corporate entities 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 dependent agencies of the GOP or the Procuring Entity.

1. Eligibility Requirements

1.1. The following eligibility requirements 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) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)

Technical Documents

- (iv) 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:
 - (iv.1) the name and location of the contract;
 - (iv.2) date of award of the contract;
 - (iv.3) type and brief description of consulting services;
 - (iv.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)
 - (iv.5) amount of contract;
 - (iv.6) contract duration; and

- (iv.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (v) 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.

Financial Document

- (vi) The consultant's audited financial statements, showing, among others, the consultant's 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.
- (b) Class "B" Document –
- Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, 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, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.
- 1.2. In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.
 - 1.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.
 - 1.4. 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, subcontractors 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.

- 1.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

2. Format and Signing of Eligibility Documents

- 2.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 2.2. 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.
- 2.3. The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 2.4. 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.

3. Sealing and Marking of Eligibility Documents

- 3.1. Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy of 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.
- 3.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 3.3. All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the prospective bidder in capital letters;
- (c) be addressed to the Procuring Entity's BAC specified in the EDS;
- (d) bear the specific identification of this Project indicated in the EDS; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

3.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

4. 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**.

5. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 4 shall be declared "Late" and shall not be accepted by the Procuring Entity.

6. Modification and Withdrawal of Eligibility Documents

6.1. 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.

6.2. 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.

- 6.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder 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. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

7. Opening and Preliminary Examination of Eligibility Documents

- 7.1. The Procuring Entity's 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.
- 7.2. 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. If the withdrawing prospective bidder's representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.
- 7.3. A prospective bidder determined as "ineligible" has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.

- 7.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 7.5. 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.

8. Short Listing of Consultants

- 8.1. 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.
- 8.2. The BAC of the Procuring Entity 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**.
- 8.3. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.

- 8.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

PART 1

SECTION III.

ELIGIBILITY DATA SHEET

Eligibility Data Sheet

Eligibility Documents	
0.2	<p>The type of Consulting Services to be procured is "Editorial and Content Development Services."</p> <p>Note: See Terms of Reference (TOR) Section V for details.</p>
0.3	<p>No further instructions.</p>
2.	<p><u>In accordance with Clause 3.3 of the Eligibility Documents, the bid, except for the unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s to the Bidder.</u></p> <p>ELIGIBILITY DOCUMENTS –</p> <p><u>Class "A" Documents:</u></p> <p><u>A. Legal Documents:</u></p> <ul style="list-style-type: none"> i. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; ii. Business/Mayor's permit for 2016 issued by the city or municipality where the principal place of business of the prospective bidder is located; iii. Valid and Current Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR; <p><u>B. Technical Documents:</u></p> <ul style="list-style-type: none"> i. Eligibility Documents Submission Form per Annex 1A ii. Statement of all its Ongoing Contracts (including awarded contract/s not yet started, if any) within the last three (3) years (Annex 1B) <ul style="list-style-type: none"> a. For each of listed on-going contracts, the following must attach/submit the copy of Contract showing value of contract, scope of works and number of

	<p>participants.</p> <p>b. For each listed completed contracts, the following must be submitted:</p> <p style="padding-left: 40px;">(1) Copy of Contract showing value of contract, scope of works, and number of participants;</p> <p style="padding-left: 40px;">(2) certified true copy of Official Receipt/s; and</p> <p style="padding-left: 40px;">(3) Certificate of Satisfactory Completion issued by the client for completed contracts as per Annex 1C</p> <p>iv. Statement of Completed Single Largest Contract from January 2011 up to the day before the deadline for the submission bids of similar in nature equivalent to at least fifty percent (50%) of the ABC of the project per Annex ID;</p> <p>v. Duly signed Net Financial Contracting Capacity Computation (NFCC) per Annex IE, in accordance with ITB Clause 5.5</p> <p>NFCC = [(Current Assets minus Current Liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.</p> <p>Where:</p> <p style="padding-left: 40px;">K: 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.</p> <p>Notes:</p> <p style="padding-left: 20px;">1. The values of the bidder’s current assets and current liabilities shall be based on the data submitted to BIR through its Electronic Filing and Payment System.</p> <p style="padding-left: 20px;">2. Value of all outstanding or uncompleted contracts refers those listed in Annex1B.</p> <p style="padding-left: 20px;">3. The detailed computation using the required formula must be shown as provided above.</p> <p>vi. 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</p>
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	<p>professions and allied professions in accordance with Clause 2.1.(v) per Annex 1G</p> <p>C. <u>Financial Documents</u></p> <p>i. Copy of 2015 Annual Income Tax Return submitted through BIR’s Electronic Filing and Payment System (EFPS) together with the following Audited Financial Statements for 2015 and 2014 (in comparative form or separate reports):</p> <ul style="list-style-type: none"> (a) Independent Auditor’s Report; (b) Balance Sheet (Statement of Financial Position); (c) Income Statement (Statement of Comprehensive Income); <p>Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions</p> <p><u>Class “B” Documents: (For Joint Venture)</u></p> <p>A. For Joint Ventures, Bidder to submit either:</p> <ul style="list-style-type: none"> 1. Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, <li style="text-align: center;">or 2. Copy of Protocol / Undertaking of Agreement to Enter into Joint Venture signed by 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. (Annex IG) <p><u>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex IG) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</u></p> <p>For Joint Venture, the following documents must likewise be submitted:</p> <ul style="list-style-type: none"> (a) For Joint Venture <u>Between Two (2) Local Companies</u>, each partner should submit: <ul style="list-style-type: none"> 1. Registration Certificate from the Securities and Exchange Commission (SEC) for
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	<p>corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;</p> <ol style="list-style-type: none"> 2. Business/Mayor's permit for 2016 issued by the city or municipality where the principal place of business of the prospective bidder is located; 3. Valid and Current Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR. <p>For the required Technical Documents and Financial Documents, submission by any of the Joint Venture partner constitutes compliance.</p>
(i)	No additional Requirements.
(iv)	<p>The statement of all ongoing and completed government and private contracts shall include all such contracts within the last three (3) years prior to the deadline for the submission and receipt of eligibility documents. (Annex 1B)</p> <p>The Statement shall include, for each contract, the following:</p> <ol style="list-style-type: none"> a) The name and location of the contract b) Date of award of the contract c) Type and brief description of consulting services d) Consultant's role (whether main consultant, subcontractor, or partner in a JV) e) Amount of contract f) Contract duration g) Certificate of Satisfactory Completion for completed contracts per Annex 1C.
(iv.7)	Certificate of Satisfactory Completion for completed contracts per Annex 1C.

<p>3.2</p>	<p>Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.</p> <p>First envelope must contain three (3) copies of Eligibility Documents duly marked as "Original Copy", "Duplicate Copy", and "Triplicate Copy".</p> <p>All envelopes shall:</p> <ul style="list-style-type: none"> a) Contain the name of the contract to be bid in capital letters; b) Bear the name and address of the Bidder in capital letters; c) Be addressed to the Procuring Entity's ; d) Bear the specific identification of this bidding process— "PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT; and <p>Bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents.</p> <table border="1" data-bbox="424 1182 1374 1715"> <tr> <td>TO</td> <td>: DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY</td> </tr> <tr> <td>FROM</td> <td>: _____ (Name of Bidder in Capital Letters)</td> </tr> <tr> <td>ADDRESS</td> <td>: _____ (Address of Bidder in Capital Letters)</td> </tr> <tr> <td>PROJECT</td> <td>: PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT</td> </tr> <tr> <td>BID REF NO</td> <td>: BAC4FREEWIFI-2016-07-014</td> </tr> <tr> <td colspan="2">(In Capital Letters, Indicate the Phrase): "DO NOT OPEN BEFORE: 12 AUGUST 2016, 3PM"</td> </tr> </table>	TO	: DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY	FROM	: _____ (Name of Bidder in Capital Letters)	ADDRESS	: _____ (Address of Bidder in Capital Letters)	PROJECT	: PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT	BID REF NO	: BAC4FREEWIFI-2016-07-014	(In Capital Letters, Indicate the Phrase): "DO NOT OPEN BEFORE: 12 AUGUST 2016, 3PM"	
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FROM	: _____ (Name of Bidder in Capital Letters)												
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PROJECT	: PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT												
BID REF NO	: BAC4FREEWIFI-2016-07-014												
(In Capital Letters, Indicate the Phrase): "DO NOT OPEN BEFORE: 12 AUGUST 2016, 3PM"													
<p>3.3.(c)</p>	<p>Special Bids And Awards Committee For Free Wi-Fi Internet Access In Public Places Project (BAC4FREEWIFI)</p>												
<p>3.3.(d)</p>	<p>PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT</p>												

4	<p>The address for submission of eligibility documents is the DICT Building, Carlos P. Garcia Avenue, UP Diliman, Quezon City.</p> <p>The deadline for submission of eligibility documents is 12 August 2016, 12 Noon.</p>
7.1	<p>The place of opening of eligibility documents is DICT Building, Carlos P. Garcia Avenue, UP Diliman, Quezon City.</p> <p>The date and time of opening of eligibility documents is 12 August 2016, 3PM.</p>
8.1	<p>Similar contracts shall refer to "Content management for news website, commercial or corporate blog with daily updates with at least one content per day".</p>

8.2	Criteria for Eligibility and Short listing:					
		CRITERIA	WEIGHT	ELIGIBILITY DOCUMENTS	RATING SYSTEM	
	1	Applicable Experience	35%	SEC or DTI Registration or equivalent as certified by the embassy of the country where the principal office of the bidder is located	100%	5 to 9 years in business or more
					80%	3 to 4 years in business
					60%	1 to 2 years in business
					20%	less than a year in business
	2	Qualification of Bidder	40%	Single Largest Completed Contract Similar to the Project in terms of Size and Complexity (Content management for news website, commercial or corporate blog with daily updates with at least one content per day)	100%	Completed contract as Main contractor
					80%	Completed contract as Partner contractor
					60%	Completed contract as Subcontractor
	3	Current Workload	25%	NFCC will be determined by the procuring entity based on their Audited Financial Statements and Statement of All Ongoing Government and Private Contracts.	100%	NFCC is more than 100% of the ABC
					80%	NFCC is 50% to 100% of the ABC
					60%	NFCC is 25% to 49% of the ABC
					40%	NFCC is 1% to 24% of the ABC
	TOTAL	100%				
*NFCC is computed based on $(NFCC = (CA-CL) * K)$ – Outstanding portion of all ongoing contracts. K= 10						

PART 1

SECTION IV.

ELIGIBILITY FORMS

Annex 1A

Eligibility Documents Submission Form

[Date]

MARIA TERESA MAGNO-GARCIA

Chairperson, BAC4FREEWIFI

DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

DICT Building, Carlos P. Garcia Avenue

UP Diliman, Quezon City

Subject: PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT

Dear Director Garcia,

In connection with your Request for Expression of Interest dated 4 August 2016 for **PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT with Bid Reference No. BAC4FREEWIFI-2016-08-011, *[Name of Consultant]*** hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a) ***[Name of Consultant]*** is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant

Address

Annex 1B

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT
MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI
INTERNET ACCESS IN PUBLIC PLACES PROJECT**

BAC4FREEWIFI-2016-07-014

STATEMENT OF ALL ONGOING CONTRACTS AND COMPLETED CONTRACTS

1. ALL ON-GOING CONTRACTS (including Contracts awarded but not yet started, if any)

Name of Client	Title of Contract	Date of Award	Type and Brief Description of the Survey/Consulting Services	Consultant's Role (Main Proponent, Partner, Sub-Contractor)	Amount of Contract	Number of Participants	Completion Date

For each listed on-going contracts, the following must attach/ submit:

- a) Copy of Contract showing value of contract, scope of works and number of participants.

2. COMPLETED CONTRACTS

Name of Client	Title of Contract	Date of Award	Type and Brief Description of the Survey/Consulting Services	Consultant's Role (Main Proponent, Partner, Sub-Contractor)	Amount of Contract	Duration of Contract	Number of Participants

For each listed completed contract/s, the following must be submitted:

- a) Copy of Contract showing value of contract, scope of works, and number of participants.
- b) Certified true copy of Official Receipt/s.
- c) Certificate of Satisfactory Completion or equivalent document issued by the client as **per Annex 1C.**

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

Annex 1C

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT
MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI
INTERNET ACCESS IN PUBLIC PLACES PROJECT**

BAC4FREEWIFI-2016-07-014

CERTIFICATE OF SATISFACTORY COMPLETION OF COMPLETED CONTRACT

This is to certify that (NAME OF BIDDER) has supplied our company/agency with (Name of Product/s) . Based on our evaluation on timely delivery, compliance to specifications and performance, warranty and after sales service, we give (NAME OF BIDDER) a rating of:

- VERY SATISFACTORY
- SATISFACTORY
- POOR

This Certification shall form part of the Eligibility Documentary Requirements in line with (Name of Bidder) participation in the **PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT** for the **Department of Information and Communications Technology**.

Issued this _____ day of _____ 2016 in _____,
Philippines.

Name of Company (Bidder's Client)

Full name of Authorized Representative

Address

Signature of Authorized Representative

Tel. No. / Fax

E-Mail Address

Annex 1D

PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT

BAC4FREEWIFI-2016-07-014

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT WITHIN THE LAST FIVE (5) YEARS OF SIMILAR NATURE AMOUNTING TO AT LEAST FIFTY PERCENT (50%) OF THE ABC

<i>(Please fill up required information)</i>	
1) Name of Client	
2) Title of Contract	
3) Date of Award	
4) Type and Brief Description of the Project	
5) Consultant's Role (Main Proponent, Partner, Sub-Contractor)	
6) Amount of the Contract	
7) Number of Users/participants	
8) Completion Date	

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

Notes:

For above cited contract, the following must be attached/submitted:

1. Copy of Contract or Notice to Proceed value of contract, scope of works, and number of participants
2. Any of the following documents:
 - a) End User's Acceptance or
 - b) Official Receipt/s

Annex 1E

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT
MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI
INTERNET ACCESS IN PUBLIC PLACES PROJECT**

BAC4FREEWIFI-2016-07-014

CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY
(PLEASE SHOW FIGURES AT HOW YOU ARRIVED AT THE NFCC)

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is **Philippine Pesos** _____ (**P** _____) which is at least equal to the total ceiling price we are bidding. The amount is computed as follows:

$$NFCC = (CA-CL) (K) - C$$

Where :

CA = Current Assets

CL = Current Liabilities

K = 10 for a contract duration of one year or less,

15 for a contract duration of more than one year up to two years and

20 for a contract duration of more than two years

C = value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project

Issued this _____ day of _____, 2016.

Notes:

- 1. The values of the bidder's current assets and current liabilities shall be based on the data submitted to BIR through its Electronic Filing and Payment System.**
- 2. Value of all outstanding or uncompleted contracts refers those listed in Annex 1B**
- 3. The detailed computation using the required formula must be shown as provided above.**

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

Annex 1F

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT
MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI
INTERNET ACCESS IN PUBLIC PLACES PROJECT**

BAC4FREEWIFI-2016-07-014

**STATEMENT OF THE CONSULTANT SPECIFYING ITS NATIONALITY AND
CONFIRMING THE REGISTRATION OF PERSONNEL INVOLVED IN THE
PRACTICE OF PROFESSIONS REGULATED BY LAW**

Name of Client	Nationality	Regulatory Body (Indicate N/A if not applicable)

I hereby confirm that the above listed consultant/s, if required to be registered by the appropriate regulatory body, have done so in accordance with clause 1.2(iv), Section II of the bidding documents.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

Annex 1G

(page 1 of 3)

(Bidder's Company Letterhead)

PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT

BAC4FREEWIFI-2016-07-014

PROTOCOL / UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE

This **PROTOCOL / UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE**, executed by:

_____ a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at _____, _____, representative herein by _____, _____, hereinafter referred to as "_____";

-and-

_____ a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at _____, _____, representative herein by _____, _____, hereinafter referred to as "_____";

-and-

_____ a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at _____, _____, representative herein by _____, _____, hereinafter referred to as "_____"; (hereinafter referred to collectively as "Parties")

For submission to the **Special Bids and Awards Committee for the Free Wi-Fi Internet Access in Public Places Project (BAC4FREEWIFI)** of the **Department of Information and Communications Technology**, pursuant to **Section 23.1 (b)** of the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184.

WITNESSETH That:

WHEREAS, the Parties desire to participate as a Joint Venture in the public bidding that will be conducted by the **Department of Information and Communications Technology**, pursuant Republic Act (R.A.) 9184 and its Implementing Rules and Regulations, with the following particulars:

Bid Reference No.	BAC4FREEWIFI-2016-07-014
Name/Title of Procurement Project	PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT
Approved Budget for the Contract	PHP10,000,000.00

Annex 1G

(page 2 of 3)

NOW THEREFORE, in consideration of the foregoing, the Parties undertake to enter into a **JOINT VENTURE** and sign a **Joint Venture Agreement** relative to the joint cooperation for this bid project, in the event that their bid successful, furnishing the copy thereof within **ten (10) calendar days** from receipt of Notice from the BAC that our bid has the lowest calculated bid or highest rated responsive bid (as the case may be).

For the purposes of this bid project, and unless modified by the terms of the Joint Venture Agreement, the following party shall be the authorized representative of the JV:

CERTIFIED CORRECT:

<hr/> Authorized Representative of the JV Partner: (Per attached Secretary's Certificate)	<hr/> Authorized Representative of the JV Partner: (Per attached Secretary's Certificate)
<hr/> Name	<hr/> Name
<hr/> Date	<hr/> Date

Furthermore, the parties agree to be bound jointly and severally under the said Joint Venture Agreement;

THAT Finally, failure on our part of enter into the Joint Venture and/or sign the Joint Venture Agreement for any reason after the Notice of Award has been issued by shall be a ground for non-issuance by the DICT of the Notice to Proceed, forfeiture of our bid security and such other administrative and/or civil liabilities as may be imposed by ICT Office under the provisions of R.A. 9184 and its Revised IRR, without any liability on the part of ICT Office.

This Undertaking shall form an integral part of our Eligibility documents for the above-cited project.

IN WITNESS WHEREOF, the parties have signed this Protocol/Undertaking on the date fist above-written.

Bidder's Representative/Authorized Signature

[JURAT]

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at _____, Philippines, affiant exhibited to me his/her competent Evidence of Identity (as defined by 2004 Rules on Notarial Practice issued at _____ at _____, Philippines.

Doc No. _____
Page No. _____
Book No. _____
Series of _____

Annex 1G
(page 3 of 3)

Note:

"Sec.12. Competent Evidence of Identity - The phrase" competent evidence of identity" refers to the identification of an individual based on:

At least one current identification documents issued by an official agency bearing the photograph and signature of the individual, such as but limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay Certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, PhilHealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification.

PART 1

SECTION V.

TERMS OF REFERENCE

TERMS OF REFERENCE

PROCUREMENT OF CONSULTANCY SERVICES FOR THE CONTENT MANAGEMENT OF THE CAPTIVE PORTAL PAGES OF THE FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES PROJECT

I. BACKGROUND

The Juan, Konek! Free Wi-Fi Internet Access in Public Places Project is a national initiative to provide free internet connectivity to all by putting up free Wi-Fi internet hotspots across public places around the whole country. Started by the Department of Science and Technology – Information and Communications Technology Office (DOST-ICTO) and now carried over to the Department of Information and Communications Technology (DICT).

The project is slated to put up thirteen thousand seven hundred thirty two (13,732) public hotspots within one thousand four hundred sixty two (1,462) combined numbers of cities and municipalities. Areas within these localities to be installed with Juan Konek hotspots are the following:

1. Public plazas and parks
2. Public primary and secondary central schools
3. Public libraries
4. Rural health units and government hospitals
5. State universities and colleges
6. Train stations of MRT and LRT systems
7. Airports and Seaports
8. City and municipal halls
9. National government offices

Connecting to the service would require users to go through a captive portal wherein they would be asked to read and agree to a set of terms and conditions before proceeding to go online.

The same portal would serve as a hub for content and information delivery to be used both by the national and the local government.

Updating the content of the captive portal pages and ensuring that content published adhere to the specified content guidelines will be the responsibility of the consultancy provider.

OBJECTIVE

The Objective of the service procurement is to provide editorial and content development services to respective captive portal pages of the one thousand ten (1,010) cities and municipalities out of the total one thousand four hundred

sixty two (1,462) localities.

II. DURATION OF THE CONTRACT

The duration of the contract will start from the receipt of the Notice to Proceed (NTP) and will last until complete twelve (12) months are served for each locality.

Given that the project’s roll-out couldn’t be done at the same time for all one thousand ten (1,010) localities, once the twelve (12) months for a locality is served, it automatically ends the contract for that locality. The contract ultimately ends after all one thousand ten (1,010) localities are served twelve (12) months or when a total of two (2) years have expired since the receipt of the NTP whichever comes first.

Roll Out	START AND END OF CONTRACT DURATION																								
	2016					2017												2018							
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	500																								
2	400																								
3	100																								
4													10												
SITES PER MONTH	500	500	900	900	900	1000	1000	1000	1000	1000	1000	1000	500	500	110	110	110	10	10	10	10	10	10	10	
OUTPUTS PER	1000	1000	1800	1800	1800	2000	2000	2000	2000	2000	2000	2000	1000	1000	220	220	220	20	20	20	20	20	20	30	30

The above image shows a sample distribution of outputs required per month based on a theoretical roll out schedule. Notice that the last two months of 2018, July and August, had additional ten (10) outputs per month more than the prescribed two (2) per live locality. This has been done to cover for the remaining outputs required which is a total of twenty four thousand two hundred forty (24,240) before the expiration of the contract, which, in the example only, will last up until August of 2018.

III. SCOPE OF WORK

To specifically satisfy the scope of work, the winning bidder should ensure that their writers/researchers have ready access to news, events and cultural topics within the provinces covered by the Free Wi-Fi Internet Access in Public Places Project. It should also be possible for them to visit the Local Government Units (LGU) to train the local content developer for the completion of the technology transfer plan. It is also imperative that the provider has a roster of writers/researchers who are collectively able to fluently write in all of the Philippines’ eight (8) major languages.

This, however, does not qualify as the sole rule governing the conduct of content development and all project management strategies will be subject to

the DICT's approval of the Inception Report given that said project management strategy will satisfy the required content specifications detailed herein.

This procurement of consultancy is limited only to the first batch of localities covered within the first part of implementation of the Free Wi-Fi Internet Access in Public Places Project. This roll out is for seven thousand one hundred eighteen (7,118) Wi-Fi hotspots within one thousand ten (1,010) beneficiary localities.

General

Overall, the services to be rendered will have four major classifications:

1. Editorial – Review content published on the captive portal pages and assess according to a set of quality guidelines and validation criteria.
2. Content Development – Write content according to relevance level requirement and quality guidelines.
3. Technology Transfer – Training of the LGU content developers should be planned out and executed within the duration of the contract.
4. Reporting – All content posting activities as well as trainings shall be monitored, tracked and reported by the consultant to the DICT and, whenever applicable, to the Systems Management and Access (SMA) provider and LGU.

Specific

The winning bidder is expected to work closely with the DICT, the LGU, the LGU content developers and the SMA provider. Initial meetings to finalize the work plan, monitoring and reporting processes shall be held prior to awarding of notice to proceed.

1. Develop and submit an Inception Report which provides an evaluation and analysis of current captive portal content management workflow and evaluation methods together with corresponding recommendations. The Inception report should contain all recommended addition to the existing content quality guidelines and content relevance criteria herein.

The consultant and the DICT should mutually agree to this and any changes to the content guidelines and relevance criteria.

2. Develop a Detailed Work Plan that explains the management strategy on how the winning bidder or consultant is going to execute their two general responsibilities.

Together with the designing of the work process, the consultant is expected to incorporate monitoring and reporting processes together with the corresponding report templates for each. The following are the documents expected to be attached to the detailed work plan:

- a. Complete roster of staff and their corresponding roles for the service provisioning
 - b. Basic publishing schedules for each locality – should express what weeks of the months should a locality publish new posts from the consultant’s content developers.
 - c. LGU Content Developers’ activities monitoring sheet
 - d. Incident report templates for identified cases like editing of grammatical errors, disallowance of content, spamming or abuse, or any other cases to be identified by the provider and the DICT.
 - e. Monthly Reports template
3. Ensure that all content developers, project management team, researchers, or any other staff under the consultant assigned to satisfy the requirements in this service procurement has adequate equipment, Internet connection, working space and other applicable office supplies necessary to perform their work according to the Inception Report.
 4. Research and develop unique content with provincial level of relevance and deliver at least two articles twice a month for each beneficiary locality’s captive portal page for one thousand ten (1,010) localities. Unique content for each captive portal page should be posted every other week of the month to ensure that content posted will get sufficient readership before being replaced.
 5. Respond to reported violations in content guidelines by requesting putting down of published content in question by creating and submitting an incident report both to the LGU concern and the DICT.
 6. Develop and implement a technology transfer plan that will train LGU content developers in writing their own content and ultimately being able to update the captive portal pages’ content every other week of each month.
 7. Submit regular accomplishment reports every month detailing the services rendered: (1) editorial services; (2) content development services with copies of the articles and graphics posted. These should be supplemented with proof of completion of work given more details under the “Deliverables” section.

Basic Work Process

Editorial – Reviewing and editing works developed by the consultant is a given prerequisite in the work process.

For LGU content postings, although the consultant is not bound to review all published content by the LGU representatives, it is their responsibility to make sure that the quality guidelines are met. This is limited however only to cases reported or brought to the attention of the DICT.

Any user or members of the LGU or that of the DICT may submit complaints regarding content deemed to violate the content guidelines. In such a case, the provider is expected to transcribe the complaint into an incident report and issue this to the LGU for their appropriate action and the DICT for support and archiving of incidents.

All incident reports are to be submitted within 24 hours of the receipt of the complaint, by which the LGU is given the prerogative to perform the necessary actions based on the recommendations on the report. The DICT on the other hand, will evaluate the case and handle it accordingly based on the severity of the violation.

Content Development – All content created by the provider should be developed through actual research and news gathering. Factual data within each article should be well supported by reputable sources which in turn should be cited properly within the article.

The following steps should be followed and given further detail in terms of how the conduct will be in the work plan:

1. Researching/Data gathering
2. Synthesis of data/Content development
3. Editing and approval process
4. Publishing

The work plan should detail submission schedule and editorial processes for the provider's writers/researchers.

Technology Transfer

Due to budget constraints and since the National ICT Competency Management Service Group already has training strategies to be undertaken to teach content administrators of various LGUs, the technology transfer required of the consultant will be in the form of online courses.

A feasible monitoring and evaluation process of the trainees' progress should be designed and proposed by the consultant and to be approved by the DICT together with the proposed courses and training approach.

Objectives of the Technology Transfer are as follows:

1. For local content administrator be able to familiarize their selves to the content publishing platform of the captive portal
2. For local content administrators to know basic branding and content quality guidelines and be able to apply them in developing content for their respective pages
3. For local content developers be able to apply best practices in content developing that includes but are not limited to: citing sources; researching and fact checking; grammar (English and Filipino only); graphical aesthetics and basic photo manipulation.

Time Frame for Technology Transfer

The consultant is expected to launch the online platform, at the latest, before the end of the second month after the receipt of the NTP. The course should be able to keep record the number and specific names of the content administrators to avail of the technology transfer program.

This course should also be made available to the NCM for their training sessions and at the end of the contract should be transferred to the ownership of the DICT. This applies to the software only and not the hardware components.

IV. DELIVERABLES

The following are the expected deliverables for the service procurement. Reports could either be in electronic or printed format whichever is determined and agreed upon by the consultant and the procuring body, DICT, as efficient and effective:

DELIVERABLE	SUBMISSION TIME
1. One Inception Report	Within ten (10) working days after the Notice to Proceed
2. One Detailed Work Plan: this should include the complete roster of staff to work on the service provisioning, report templates and reporting procedures to the DICT and the LGU, and posting schedule for each active locality. <ol style="list-style-type: none"> a. The roster should tabulate a comprehensive matrix of roles for each staff involved in the service provisioning b. Posting Schedule documents should be adjusted and add on to as more localities are added into the roll out until the time that all 	Within ten (10) working days after the Notice to Proceed

<p>one thousand ten (1,010) municipalities are all up with live free Wi-Fi Internet access.</p> <p>c. Report templates should be done for both electronic reports and printed reports or whichever methods are determined efficient and agreed upon by both parties.</p> <p>d. Report Templates for the following:</p> <ul style="list-style-type: none"> i. Content Developers’ Activities report template – the posting activity of the consultant ii. Incident reports template iii. Monthly reports template <p>3. One compiled proof of existence of equipment and working spaces to be used by all working staff involved in provisioning the services procured. This should be done through a compilation of actual photos of the equipment and workspaces, a schedule of equipment that corresponds to the photos and billing statements for Internet connectivity or equivalent proofs.</p> <p>4. Unique sets of content (text and graphics) for each live captive portal page. (number will vary according to live pages)</p> <p>All content should be written in both English and the respective province’s local language. Among which only one of each pair should be published so that there will appear in the captive portal pages one English article and one in the province's local language every month.</p> <p>The local language for any province should be one of the major eight (8): Bikol, Cebuano, Hiligaynon (Ilonggo), Ilocano, Kapampangan, Pangasinan, Tagalog, and Waray.</p> <p>Content should be published on their designated captive portal pages to become a valid Content Development Output.</p> <p>5. Monthly Reports for the whole duration of the</p>	<p>Within ten (10) work days after the Notice to Proceed</p> <p>Twice (2x) a month for every locality</p> <p>Starting on either the thirtieth (30th) calendar day after the Notice to Proceed or the date of acceptance of Inception Report and required documentary attachments, whichever applies for the first batch of localities.</p> <p>For succeeding localities to go live, the consultant shall be given two (2) week notice to for them to start servicing the localities.</p> <p><i>1,010 localities x 2 content x 12 months = 24,240 output sets</i></p> <p>Every fifth (5th) day of the</p>
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<p>contract (number will vary according to actual duration of the contract) Regardless of the approved template, the monthly reports should contain the following:</p> <ol style="list-style-type: none"> a. Proof of publishing of works – these will be in the forms of screenshots of the published article and graphics as it appears in the captive portal. It is important to capture the date and time in screenshots. b. Documentation of developed content – compiled articles with their corresponding graphics as well as details on posting time and date. c. Collection of incident reports of violations made by LGU content developers against the content guidelines (number will vary). This should include details on actions taken after the report was submitted and response time of concerned LGU. <p>6. One Technology Transfer Plan. The duration for execution the plan should not exceed the service contract for content development.</p> <p>This should include a manageable progress monitoring system that can be administered by the LGUs themselves as these are meant to be reproduced for future captive portal content management at the LGU level.</p>	<p>next month after the content has been posted</p> <p>This shall start on the fifth (5th) day of month after the first batch of content has been published and shall recur until the end of the contract duration</p> <p>The Monthly Reports should be grouped according to region. These collections are to be submitted to both the regional office with jurisdictions over the localities covered by the report and main office of the DICT.</p> <p>To be submitted with the inception report within ten (15) working days</p>
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Failure to comply will have corresponding sanctions as agreed upon by both parties during the negotiation step.

V. CONTENT SPECIFICATIONS

Content refers to all information viewable by users of the Free Wi-Fi Internet Access in Public Places Project through its captive portal pages. All content developed by the consultant within the duration of the contract for the satisfaction of this agreement shall become under the ownership of the DICT after the fact of it being published on the captive portal pages and submitted for validation and processing of payment by the consultant to the Department.

Content classified herein should comply with the following technical specifications:

Text

All textual content or written articles by the consultant may not be less than three hundred fifty (350) words and not more than one thousand (1000). These should be written in pairs twice per month in which one is in English and the other in the province's local language.

Graphics

The graphics should be appropriate to the topic of the article being accompanied by it. It should be cropped and resized according to the specifications of the SMA provider. This will be a standard size which will be determined during the alignment sessions prior to NTP.

Approved Content Types

There are only two types of content that can be validated for payment as output of the consultants:

1. News articles – current events and announcements that happened within the locality in which the captive portal page is displayed are considered news, or as
2. Feature articles – features of topics under general interest and directly relevant to the locality in which the captive portal page is displayed.

Disallowed Content Types

The consultant shall not develop and publish the following content in any of the captive portal pages:

1. Editorial articles – opinion driven articles that may or may not represent the opinion of the DICT, the national or the local government are not allowed to be developed and published by the consultant on any of the captive portal pages.
2. Advertorials – product reviews, commentary on commercial events, launching, and features that obviously showcase a specific private company or any of their products and services are not allowed.

Content Quality Guidelines

All content posted in the captive portal pages should pass the content quality guidelines. Editors are responsible for reviewing submitted content to ensure that all graphical and textual content are adequate according to the following.

All guidelines are final until revoked by the additional guidelines to be developed by a joint effort from the third-party content management consultant and the DICT, or if proven unconstitutional or in conflict with existing applicable laws. All remaining guidelines not revoked by any of those mentioned, remain effective.

1. Content should not violate any laws, including copyright laws.
2. Content should not contain explicit and vulgar language.
3. Content should not defame any personality, party or religion.
4. Content should not be for private gains such as monetary or propaganda. (i.e. advertorial)
5. Factual content should be accurate and timely while fictional works should clearly be labeled.
6. Content should not be macabre, distressing to readers in terms of its visual aspects and take on textual imagery.
7. Content should add value to its readers or to the LGU. This simply means that they are useful in terms of either disseminating important information, gaining new knowledge, getting informed of current events, or providing of appreciation of art or culture.
8. Content should not contain hidden texts, irrelevant external links or more than one relevant external link.

The winning bidder or consultant is required to create unique content while the LGU content developers are given the freedom to directly curate, copy or rehash content taken from the LGU's official website or the provincial website where the LGU is in. All external sourcing practices are allowed for LGU content developers as long as no violations of the content guidelines mentioned above are committed.

All posted content that violate at least one of these guidelines or those of the added guidelines may be subjected to deletion or editing. A notice of deletion/editing that includes justification shall be sent to the L-WCA and the LGU head concern or as prescribed by the submitted work plan. On the other hand, an incident report of the violation shall be sent to the DICT according to the agreed upon schedule.

External Linking

To avoid security issues for users and the system itself, external linking is not allowed in the conduct of content publishing across all captive portal pages.

Relevance Level Criteria

Content to be written or developed by the consultant should be localized and have at least a provincial level of relevance.

Locally relevant content – are those written in the context of the province, municipality or city where the captive portal page is displayed. The topic of these types of content could be people living within the locality or events that happened or directly affecting the community of the locality. The following questions will be used by the DICT in measuring whether content passes the minimum level of relevance:

1. Does it focus on a local personality or a citizen or a native of the province?
2. Does it focus on a local place within the province?
3. Does it focus on a historical event relevant to the province? (It could have taken place on the locality or an event necessary for the locality in becoming what it is now.)
4. Does it focus on an event that took place or is going to take place within the province?
5. Does it focus on an event (national or international) uniquely significant to the province? (Examples of these could be international or national awards won by any of the locals, or the municipality or city itself or international and national developments that affect the province's main products or imports.)
6. Does it focus on the province's main industries like fishing, farming or other similar news or articles that would add value in gaining knowledge regarding their products and businesses?
7. Does it feature government or private projects that would directly affect the province?

Satisfying at least one question above will render the content set "pass" under the "relevance" criterion in the validation of the content.

VI. VALIDATION OF OUTPUT FOR PAYMENT PROCESSING

Payment Processing

Processing of payment will be through a validation form to be accomplished by the central office of the DICT with the recommending approval of the provincial offices. The process shall be done upon the submission of the monthly report that contains the following sections:

1. Proof of Publishing of Works
2. Documentation of Developed Content
3. Collection of Incident Reports

The process for validation will be as follows:

1. Output Count and Date of Publishing – The process starts with the receipt of the monthly report. The central office validates the output count and date of publishing, wherein one output is equivalent to one article written in two versions, English and Local Language, and a complementary graphic. Output count should be equivalent to the number of live localities being served multiplied by two, or the prescribed frequency of publishing per month per live locality.

This shall be done by validating the number of outputs as reflected on the Documentation of Developed Content vis a vis the number of output reflected on the Proof of Publishing of Works and based on the “activity log” of the content management system of the captive portal software.

Content invalidated in this step will not be included for step-two of the validation which is to be done by the provincial offices.

2. Incident Reports – These shall be validated by comparing the actual reports received by the DICT within the month and the incident reports written and submitted by the consultant.
3. Technical, Relevance and Quality – The provincial offices shall be furnished a copy of the monthly report for their respective localities. Which, in turn, they shall validate by looking into local relevance of the developed content, technical requirements and quality based on the given guidelines in this document.

All invalidated outputs shall be recorded by the provincial office together with the identified item violated based on Content Specifications.

The total calculated monthly service fees based on the number of live Free Wi-Fi beneficiary localities will be reduced by the total count of Content Development Outputs rendered “invalid” by the DICT.

The validation form should express in detail how many counts of Content Development Output are to be paid for by the DICT to the consultant.

VII. PAYMENT DETAILS

Monthly Fees

Payment is done every month after the due acceptance of the Monthly Reports. The net-monthly service fee is based on a per-output basis.

Coverage	Payment Amount	Payment Schedule
Service fee for each Content Development Output	PHP 412.54 per output	Monthly

The total Approved Budget of Contract is **PHP 10,000,000.00**. This amount has been divided into the total number of outputs based on the number of localities and the frequency of publishing for each captive portal page.

1,010 localities x 2 outputs per month x 12 months = 24,240 outputs
 PHP 10,000,000.00 / 24,240 outputs = **PHP 412.54** per output

Deductions

Deductions are made in cases where a Content Development Output is rendered invalid. This is based on the rate for a locality per month divided by the number of outputs required monthly.

Per-output amount is four hundred twelve pesos and fifty four centavos (PHP 412.54).

Computation for net monthly service, therefore, will be done as follows:
 (monthly service fee) – ((number of invalid outputs) x (per output amount)) = (net monthly service fee)

VIII. RESOURCES TO BE PROVIDED BY THE CLIENT

The client, specifically the DICT, shall provide the consultant, through the SMA, administrative access to the captive portal’s content management system. The DICT will also provide assistance in securing contact with the LGU representatives through its Regional Offices.

IX. CONFIDENTIALITY OF DATA

All project staff of the service provider shall be required to sign a non-disclosure agreement immediately at the start of the project and before commencing work on the Inception Report.

All systems to which the project staff of the service provider shall be granted access to, its components, parts, specifications, data, ideas, technology, and technical and non-technical materials (collectively referred to here as “Proprietary Information”) are confidential and proprietary to the DICT.

The service provider agrees to hold the Proprietary Information in strict confidence and further agrees not to reproduce, transcribe, or disclose the Proprietary Information to third parties without prior written approval of the DICT.

X. BUDGET

The Project budget presented in the table is divided according to the payment schedule.

Products	Estimated Cost (PhP)
Service Fees (For all 1,010 localities)	10,000,000.00
TOTAL	10,000,000.00

XII. DETAILED FINANCIAL BREAKDOWN

As part of the proposal, the bidder should furnish the DICT a detailed financial breakdown. Below is a sample template of the Detailed Financial Breakdown. The service provider may use this to breakdown their pricing proposal.

REQUIREMENT		QUANTITY	UNIT COST	AMOUNT
Personnel	Project Manager/Operations			
	Editor			
	Writer			
	Graphic Artist			
	Researcher			
	Translator			
	Coordinator			
Location Visits	Transportation			
	Travel Allowance			
	Additional Personnel			
Supplies	Pens			
	Paper			
	Printer Ink			
	Others			
Operation Costs	Internet Subscription			
	Mobile Subscription			
TOTAL				

XIII. MINIMUM STAFFING REQUIREMENTS

To satisfy the identified scope of work and specifications, the DICT requires a minimum staffing structure. The consultant is not limited to enlisting only those identified herein, but is required to have in their roster the following positions:

REQUIRED POSITIONS	
Project Manager/Operations	Translator
Editor	Graphic Artist
Writer	Coordinator
Researcher	

Each position should be filled with at least one personnel.

XIV. ELIGIBILITY CRITERIA AND SHORTLISTING

Only those bidders that score 80% or higher according the criteria below are qualified to bid for the consultancy service.

	CRITERIA	WEIGHT	ELIGIBILITY DOCUMENTS	RATING SYSTEM	
1	Applicable Experience	35%	SEC or DTI Registration or equivalent as certified by the embassy of the country where the principal office of the bidder is located	100%	5 to 9 years in business or more
				80%	3 to 4 years in business
				60%	1 to 2 years in business
				20%	less than a year in business
2	Qualification of Bidder	40%	Single Largest Completed Contract Similar to the Project in terms of Size and Complexity (Content management for news website, commercial or corporate blog with daily updates with at least one content per day)	100%	Completed contract as Main contractor
				80%	% Completed contract as Partner contractor
				60%	Completed contract as Subcontractor
3	Current Workload	25%	NFCC will be determined by the procuring entity based on their Audited Financial Statements and Statement of All Ongoing Government and Private Contracts.	100%	NFCC is more than 100% of the ABC
				80%	NFCC is 50% to 100% of the ABC
				60%	NFCC is 25% to 49% of the ABC
				40%	NFCC is 1% to 24% of the ABC
TOTAL		100%			

*NFCC is computed based on $(NFCC = (CA-CL) * K)$ – Outstanding portion of all ongoing contracts.
K= 10

XV. EVALUATION OF BIDS

The qualified submitted bids will be subjected to a quality-cost based evaluation criteria wherein the proposal, the company profile and the proposed budget shall be taken into consideration.

Criteria for Quality-Cost Based Evaluation

Individual scoring will be used to evaluate the bids based on the following criteria. The bid proposals shall be graded according to the criteria below and the winning bidder should have at least a score of 80% to qualify.

#	Description	Scores	Weight	Total Weight
Criteria A - Experience, Past Performance and Capability				
A1	Minimum 3 years experience in digital content publishing at a significant scale. With at least 5 articles published a day either online or through print.		0.00	25.00
Total CRITERIA A			0.00	25.00
Criteria B. Approach, Methodology and Work Plan				
B1	Provides a detailed Approach and Methodology as to how the Consultant will approach and execute all identified Tasks outlined in the TOR		0.00	15.00
B2	Provides a detailed Work Plan and Schedule consistent with the Approach and Methodology		0.00	10.00
B3	Provides a detailed Approach that meets the required Training Platform and conduct of technology transfer		0.00	5.00
Total CRITERIA B			0.00	25.00
Criteria C - Key Professional Personnel				
C1	C1 - Project Manager			
i	Bachelor's degree in any of the following: management, communications, or comparable courses.		0.00	5.00
ii	1 publishing project of significant size, scope and complexity in the last 5 years in which the candidate performed in a project management capacity (at least 5 articles a day in scale)		0.00	5.00
iii	1 project in the last 10 years in which a high level of change management, stakeholder solicitation, and coordination was required and is evident		0.00	5.00
<i>Sub-Total Criteria C1 - Project Manager</i>			0.00	15.00
C2	C2 – Editors			
i	The collection of editors can collectively write fluently in all eight major Filipino languages: Cebuano, Hiligaynon (Ilonggo), Ilocano, Kapampangan, Pangasinan, Tagalog, and Waray.		0.00	10.00
Ii	No single editor in the roster has less than 1 year of experience as an editor in a significant scale of content development. (At least 5 articles a day in scale)		0.00	5.00
<i>Sub-Total - Criteria C2 - Lead Software Architect</i>			0.00	15.00

C3	C3 - Writers			
i	The collection of writers can collectively write fluently in all eight major Filipino languages: Cebuano, Hiligaynon (Ilonggo), Ilocano, Kapampangan, Pangasinan, Tagalog, and Waray.		0.00	7.00
Ii	No single writer in the roster has less than 1 year of experience as a writer for a team working at a significant scale of content development (at least a regular publishing of 1 daily content)		0.00	3.00
	<i>Sub-Total - Criteria C3 - Subject Matter Expert</i>		0.00	10.00
	Total CRITERIA C		0.00	40.00
Criteria D – Equipment and Other Relevant Resources				
i	Bidder has sufficient minimum human resource, equipment and internet connectivity to perform the tasks according to the Detailed Work Plan (1 computer or laptop per writing and editing staff, fixed line internet connection for all staff regardless the speed)		0.00	5.00
	Total CRITERIA D		0.00	5.00
Criteria E – Proposed Project Cost (different scoring table)				
i	Cost of the project		0.00	5.00
	Total CRITERIA E		0.00	5.00
	GRAND TOTAL		0.00	100.00

SCORING SYSTEM		
0	Not meeting the requirements	
1	Significant deviation from the requirements	
2	Marginal deviation from the requirements	
3	Meeting the Requirements	
4	Marginally exceeding from the requirements	
5	Significantly exceeding the requirements	
6	Outstandingly exceeding the requirements	
SCORING SYSTEM FOR Criteria E – Proposed Project Cost Criteria ONLY		
0	More than PhP10,000,000.00	
1	-	
2	-	
3	PhP9,000,000.00 to PhP10,000,000.00	
4	PhP7,000,000.00 to PhP8,999,999.99	
5	PhP5,000,000.00 to PhP6,999,999.99	
6	Less than PhP6,999,999.99	

XVI. SPECIAL CONDITIONS TO THE CONTRACT

The responsibility of content management of captive portal pages is aimed to be transferred to their respective LGU. Given this, in any case that the LGU would refuse the service of the content management consultant even after due discussions and negotiations, the DICT will redistribute the assigned number of outputs for the respective locality across all remaining LGUs still under the service of the consultant. This also applies to localities which are identified by the DICT as impossible for the consultant to service because of any reasons that include but are not limited to the following: endangerment of the consultant’s staff’s life; decommissioning of sites within the locality; natural disasters; etc.

A meeting will be done between the DICT and the consultant to identify the best way to redistribute the outputs. The total output required will remain at twenty four thousand two hundred forty (24,240) output sets.

PART 1

SECTION VI.

**CHECKLIST OF REQUIREMENTS FOR ELIGIBILITY
AND SHORT LISTING FOR BIDDERS**

**DICT BAC4FREEWIFI
CHECKLIST OF REQUIREMENTS FOR ELIGIBILITY AND SHORT LISTING FOR
BIDDERS**

Name of Company : _____
Name of Project : **PROCUREMENT OF CONSULTANCY SERVICES FOR
THE CONTENT MANAGEMENT OF THE CAPTIVE
PORTAL PAGES OF THE FREE WI-FI INTERNET
ACCESS IN PUBLIC PLACES PROJECT**
Bid Reference No. : **BAC4FREEWIFI-2016-07-014**
APPROVED BUDGET FOR THE CONTRACT : **PhP10,000,000.00**

Ref. No.	Particulars	√
ELIGIBILITY DOCUMENTS		
CLASS "A" DOCUMENTS		
Legal Documents		
	1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives	
	2. Business/Mayor's permit for 2016 issued by the city or municipality where the principal place of business of the prospective bidder is located	
	3. Valid and Current Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.	
Technical Documents		
	3. Eligibility Documents Submission Form per Annex 1A	
	4. 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 last 3 years per Annex 1B . The statement shall include, for each contract, the following: (i) the name and location of the contract; (ii) date of award of the contract; (iii) type and brief description of consulting services; (iv) consultant's role (whether main consultant, subcontractor, or partner in a JV) (v) amount of contract; (vi) contract duration; and (vii) certificate of satisfactory completion (Annex 1C) issued by the client, in the case of a completed contract;	
	5. Certificate of Satisfactory Completion per Annex 1C	
	6. Statement of Single Largest Completed Contract within the last five (5) years of similar nature amounting to at least fifty percent (50%) of the ABC per Annex 1D	
	7. Certificate of Performance Evaluation issued by the bidder's client for the Single	

	Largest Contract of similar nature per Annex 1E	
	8. Certificate of Net Financial Contracting Capacity per Annex 1F	
	9. 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 2.1.(v) per Annex 1G	
Financial Document		
	10. The consultant's audited financial statements, showing, among others, the consultant's 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	
CLASS "B" DOCUMENTS (FOR JOINT VENTURE)		
	<p>For Joint Ventures, bidder to submit either:</p> <ol style="list-style-type: none"> 1. Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or 2. Copy of Protocol / Undertaking of Agreement to Enter into Joint Venture signed by 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. (Annex 1H) <p>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex1H) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</p> <p>For Joint Venture, the following documents must likewise be submitted: For Joint Venture <u>Between Two (2) Local Companies</u>, each partner should submit:</p> <ol style="list-style-type: none"> 1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; 2. Business/Mayor's permit for 2016 issued by the city or municipality where the principal place of business of the prospective bidder is located; 3. Valid and Current Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR. 	
	For item 4 to 11 of the required eligibility documents, submission by any of the Joint Venture partner constitutes compliance.	
NOTE:	In case of inconsistency between the Checklist of Requirements for Eligibility and Short listing for Bidders and the provisions in the Eligibility Documents/Eligibility Data Sheet, the Eligibility Documents/Eligibility Data Sheet shall prevail	