

REPUBLIKA NG PILIPINAS  
Republic of the Philippines  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION

# **BIDDING DOCUMENTS**

## **PART I**

### **Procurement of Manuscripts for Grades 1 and 7**



**Bureau of Learning Resources**

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*pjlmanuel*

**2019-10-BLR2(016&017)-BIII-CB-029**

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# ***Section I. Request for Expression of Interest***




Republic of the Philippines  
Department of Education

## PROCUREMENT MANAGEMENT SERVICE

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### ***Bids and Awards Committee III***

Project No. 2019-10-BLR2(016&017)-BIII-  
CB-029

## Request for Expression of Interest

### Procurement of Manuscripts for Grades 1 and 7

The Department of Education (DepEd) – Bureau of Learning Resources (BLR), through FY 2019 General Appropriations Act, intends to apply the sum of **Philippine Pesos Forty-Five Million Five Hundred and 00/100 (PhP45,500,000.00)** being the total Approved Budget for the Contract (ABC) to payments under the contracts for the **Procurement of Manuscripts for Grades 1 and 7**. Bids received in excess of the ABC per lot shall be rejected at the opening of the financial proposals. Evaluation and award shall be on a per lot basis.

Lot No.	Learning Area	ABC (in PhP)
<b>Grade 1</b>		
1	English	3,500,000.00
2	Mathematics	3,500,000.00
3	Araling Panlipunan	3,500,000.00
4	Music, Art, Physical Education and Health	3,500,000.00
5	Edukasyon sa Pagpapakatao (EsP)	3,500,000.00
<b>SUB-TOTAL</b>		<b>17,500,000.00</b>
<b>Grade 7</b>		
6	English	3,500,000.00
7	Filipino	3,500,000.00
8	Science	3,500,000.00
9	Mathematics	3,500,000.00
10	Araling Panlipunan	3,500,000.00
11	Music and Arts	3,500,000.00
12	Physical Education and Health	3,500,000.00
13	Edukasyon sa Pagpapakatao (EsP)	3,500,000.00
<b>SUB-TOTAL</b>		<b>28,000,000.00</b>
<b>TOTAL</b>		<b>45,500,000.00</b>

Interested publishers/individual authors may submit an expression of interest and eligibility documents for one, more than one or all of the above lots. In case an interested publisher/individual author wishes to be short-listed for more than one (1) lot, it shall submit only one (1) set of expression of interest and eligibility documents, but it shall indicate in its expression of interest the lot for which it wishes to be short-listed and it shall nominate a set of Key Personnel for each lot for which it intends to be shortlisted.

DepEd now calls for the submission of eligibility documents for the development of manuscripts for Grades 1 and 7. Interested publishers/individual authors must

submit their eligibility documents on or before **October 28, 2019, 8:00 A.M.** at the *Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City*. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

The Bids and Awards Committee (BAC) shall draw up the short list of publishers/individual authors from those who have submitted *eligibility documents/Expression of Interest* 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 2016 Revised Implementing Rules and Regulations (2016 Revised IRR). The short list shall consist of at least five (5) but not to exceed seven (7) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

*(a) For Publishers (Publishing Firms)*

- (i) Applicable experience (e.g., numbered list of instructional materials published within 10 years prior to the original deadline of submission of bid) of the publisher and members, in case of joint ventures (*Percentage Weight 40.00%*);
  - (i.1) No. of years in the development and publication of IMs whether related or not to the subject area (or lot/s) indicated in the REI prior to the original deadline of submission of bid (*10.00%*);
  - (i.2) No. of developed and published IMs, within 10 years prior to the original deadline of submission of bid, whether related or not to the subject area (or lot/s) indicated in the REI (*10.00%*);
  - (i.3) No. of published IMs, within 10 years prior to the original deadline of submission of bid, which are related to the subject area (or lot/s) indicated in the Eligibility Documents Submission Form (EDSF) (*16.00%*);
  - (i.4) No. of completed contracts on published IMs, within 5 years prior to the original deadline of submission of bid, whether related or not to the subject area (or lot/s) indicated in the REI (*4.00%*);
- (ii) Qualification of authors and key staff of publisher who may be assigned to the job vis-à-vis extent and complexity of the undertaking (*Percentage Weight: 50%*); and
- (iii) Current workload relative to capacity of publisher (*Percentage Weight: 10.00%*).

*(b) For Individual Authors*

- (i) Applicable experience (*Percentage Weight: 40.00%*)
  - (i.1) No. of published IMs within 10 years prior to the original deadline of submission of bid (*14.00%*);
  - (i.2) No. of published IMs for the subject area indicated in the REI within 10 years prior to the original deadline of submission of bid (*16.00%*);
  - (i.3) No. of years in teaching the subject area specified in the REI (*10.00%*);
- (ii) Qualification of authors, co-author/s and key staff involved in the preparation of the manuscript vis-à-vis extent and complexity of the undertaking (*Percentage Weight: 50.00%*); and

- (iii) Current workload relative to capacity of author and co-author/s, if any  
(Percentage Weight: 10.00%).

The publisher/author must garner a minimum rating of 70.00% to be short listed.

The Procuring Entity will hold a pre-eligibility meeting for this Project on **October 24, 2019, 3:00 P.M.**, at the *Bureau of Curriculum Development Conference Room, Third Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City*.

Bidding will be conducted through open competitive bidding procedures using non- discretionary “pass/fail” criterion as specified in the 2016 Revised IRR of RA 9184.

Bidding is open to all interested publishers (whether local or foreign) and Filipino authors, subject to the conditions for eligibility provided in the 2016 Revised IRR of RA 9184.

The Procuring Entity shall evaluate bids using the Quality Based Evaluation (QBE) procedure to determine the Highest Rated Bid (HRB).

The contract, which covers the revision of manuscripts after the review of the Editorial Board until submission of final camera-ready materials, shall be completed within **ten (10) calendar days**.

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

For further information, please refer to:

**Paula Janine L. Manuel**

Technical Assistant II

**BAC Secretariat Division**

Procurement Management Service

Department of Education

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(Sgd.)

**TONISITO M.C. UMALI, Esq.**

Undersecretary and Chairperson

# ***Section II. Eligibility Documents***

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## 1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Manuscripts:
  - (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.
- 1.2. When the nature and scope of publishing 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**.
- 1.3. If the Request for Expression of Interest allows participation of foreign publishers, prospective foreign bidders may be eligible subject to the qualifications stated in the **EDS**.
- 1.4. 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.

## 2. Eligibility Requirements

- 2.1. 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) FOR PUBLISHERS**

(i) Class “A” Documents –

Legal Documents

- (i.1) 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**;
- (i.2) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (i.3) Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Documents

- (i.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 relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
  - (i.3.a) the name and location of the contract;
  - (i.3.b) date of award of the contract;
  - (i.3.c) type and brief description of manuscripts;
  - (i.3.d) amount of contract;
  - (i.3.e) contract duration; and
  - (i.3.f) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;

- (i.5) Statement of the publisher 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, or any other document as stated in the **EDS**.

Financial Document

- (i.6) The publisher's audited financial statements, showing, among others, the publisher'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.

(ii) 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.

**(b) FOR INDIVIDUAL AUTHORS**

(i) Class "A" Documents –

Legal Documents

- (i.1) Department of Trade and Industry (DTI) for sole proprietorship, or any proof of such registration as stated in the **EDS**;
- (i.2) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

- (i.3) Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Documents

- (i.4) Curriculum Vitae which shall contain the following:
  - (i.3.a) Name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in **EDF 2**. The Procuring Entity requires that each expert confirms that the content of his/her CV is correct and the experts themselves should sign the certification of the CV.
  - (i.3.b) Statement 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:
    - (i.3.b.i) name and location of the contract/project
    - (i.3.b.ii) date of award of the contract;
    - (i.3.b.iii) type and brief description of manuscripts;
    - (i.3.b.iv) amount of contract;
    - (i.3.b.v) contract duration; and
    - (i.3.b.vi) copies of all certificates of satisfactory completion or equivalent document specified in the **EDS** issued by the client for completed contract;

(i.3.c) statement of individual author specifying its nationality and confirming that those who will actually be involved in the development of manuscripts are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions

(i.3.d) list of published instructional materials, if any; and

(i.3.e) sample of works, if any

Financial Document

(i.5) Income Tax Return (ITR) **or** audited financial statements, duly 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.

(ii) 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.

2.2. In the case of foreign publishers, the foregoing eligibility requirements under Class “A” Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign publisher’s country.

2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English certified by the appropriate embassy or consulate in the Philippines, in

which case the English translation shall govern for purposes of interpretation of the bid.

- 2.4. Prospective bidders may obtain a full range of expertise by associating with individual authors and/or other publishers or entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed publisher/individual author. Foreign publishers shall seek the participation of Filipino publishers/individual authors by entering into a JV with, or subcontracting part of the project to, Filipino publishers/individual authors.

All members of the joint venture shall submit all the Class “A” eligibility documents and comply with all the legal eligibility requirements, but compliance of one of the joint venture members with the technical and financial requirements shall suffice.

### **3. Format and Signing of Eligibility Documents**

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in **Clause 5**.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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.

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. 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 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.
- 4.2. 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.

4.3. 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**.

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

## **5. 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**.

## **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in **Clause 5** shall be declared "Late" and shall not be accepted by the Procuring Entity.

## **7. Modification and Withdrawal of Eligibility Documents**

**7.1.** 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.

- 7.2. 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.
- 7.3. 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.

## **8. Opening and Preliminary Examination of Eligibility Documents**

- 8.1. 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.
- 8.2. 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.
- 8.3. 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.



- 8.4. 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.

## **9. Short Listing of Publishers/Individual Authors**

- 9.1. 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 shortlisting.
- 9.2. 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**.
- 9.3. Short listed publishers/individual authors 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.
- 9.4. 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.

## **10. Protest Mechanism**

Decision of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the revised Implementing Rules and Regulations of Republic Act 9184.

# ***Section III. Eligibility Data Sheet***

## Eligibility Data Sheet

<b>Eligibility Documents</b>	<p><b>Eligibility Criteria</b></p> <p>Interested publishers/individual authors <b>may submit expressions of interest and eligibility documents for one, more than one, or all of the lots</b> in the Procurement of Manuscripts for Grades 1 and 7.</p> <p>Interested publishers/individual authors who wish to be shortlisted for more than one (1) lot shall submit only one (1) complete set of expression of interest and eligibility documents; however,</p> <ol style="list-style-type: none"> <li>a. they must indicate in their respective expressions of interest the lots for which they are interested to be shortlisted, using the Eligibility Documents Submission Form attached hereto as <b>EDF 1</b>; and</li> <li>b. they must submit a list of Key Personnel that will actually be assigned to each lot for which they are interested to be shortlisted, together with the corresponding <i>curriculum vitae</i> of each Key Personnel.</li> </ol>
1.2	<p><b>Eligibility Criteria</b></p> <p>No further instructions.</p>
1.3	<p><b>Eligibility Criteria</b></p> <p>Foreign publishers may be eligible to participate in this Project, subject to the following qualifications:</p> <ol style="list-style-type: none"> <li>(a) must be registered with the SEC and/or any agency authorized by the laws of the Philippines;</li> <li>(b) when foreign publisher wishes to engage involve the practice of regulated professions, the foreign publisher must be authorized by the appropriate GOP professional regulatory body specified in <b>Clause 1.2</b> to engage in the practice of those professions and allied professions: <i>Provided, however, That the limits of such authority shall be strictly observed.</i></li> </ol>
2.1(a) and (b)	<p><b>Eligibility Requirements</b></p> <p>Bidders who opt to bid for more than one (1) lot may submit one (1) original, two (2) copies and one (1) electronic copy (CD/DVD) of</p>

	<p>its Eligibility Class “A” Documents (enumerated in ITB Clause 2.1(a)(i.1 to i.6) and (ii) or 2.1(b)(i.1 to i.5) and (ii), which is applicable, inside the Eligibility Envelope.</p> <p>Foreign firms that will participate as foreign bidders or in joint venture with Filipino-owned firms shall submit the required Class “A” documents and other supporting documents or printed literature, in accurate translation in English. Each of these documents shall be individually translated, verified and authenticated in accordance with ITB Clause 11.</p>
2.1(a)(i.1); and 2.1(b)(i.1)	<p><b>Eligibility Requirements</b></p> <p><b>Class “A” Documents</b>, Other Proof of Registration</p> <p>No other acceptable proof of registration is recognized.</p>
2.1(a)(i.2); and 2.1(b)(1.2)	<p><b>Eligibility Requirements</b></p> <p><b>Class “A” Documents</b>, Applicable Official Receipts</p> <p>The authentic copy of Valid and current Mayor’s permit/municipal license, and if required in the permit submitted, appropriate Official Receipt (O.R.) of payment for the current quarter/ year.</p>
2.1(a)(i.4); and 2.1(b)(i.3.b)	<p><b>Eligibility Requirements</b></p> <p>The statement of all ongoing and completed government and private contracts shall include all such contracts within the last ten (10) years prior to the original deadline for the submission and receipt of eligibility documents, to be presented in a format shown in <b><u>EDF 3</u></b>.</p>
2.1(a)(i.3.f); and 2.1(b)(i.3.b.vi)	<p><b>Eligibility Requirements</b></p> <p>One (1) Certification of satisfactory completion of contract from one (1) of its clients.</p>
2.1(a)(i.5)	<p><b>Eligibility Requirements</b></p> <p>The statement shall be accompanied by Curricula Vitae (CVs) for Proposed Professional Staff below indicating the name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned and should be presented in the CV format shown in <b><u>EDF 2</u></b>. The Procuring Entity requires that each expert confirms that the content of his/her CV is correct and the experts themselves should sign the certification of the CV.</p> <p>For professional staff that may be assigned in more than one (1)</p>

	<p>subject area, one (1) original set of Curriculum Vitae (CV) and documents may be submitted in one (1) subject area and photocopies may be submitted for the succeeding subject areas.</p> <p>Format of CV indicated in the Textbook Call Guidelines issued by the Bureau of Learning Resources (BLR), or the Bidding Documents issued by the Bids and Awards Committee (BAC) III, is acceptable.</p> <p>Professional staff / key personnel employed in Government Service shall be required to submit during post-qualification the original or a certified true copy of the authority and/or permit as required by Section 12 Rule No. 18 of the Revised Civil Service Rules.</p> <p>MC No. 17[18] clearly states that “<i>the authority to grant permission to any official or employee shall be granted by the <u>head of the ministry or agency</u></i>” (underscoring ours). For the recommending and approving authorities of written permissions for DepEd officials and employees, please refer to DepEd Order No. 66, s. 2008, titled “Signing Authorities for Certain Administrative and Financial Matters in the Central and Field Offices,” I. Personnel Matters, F. Permission to Teach or Exercise a Profession.</p>
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### DEVELOPMENT TEAM

Minimum Number of Key Personnel Per Grade Per Learning Area (LA)

Key Personnel	No. of Personnel Per LA	
	Publisher	Individual Author
Author	1	1
Content Editor	1	1
Copy Editor	1	1
Book Designer/Layout Artist	1	1
Illustrator	1	1
Proofreader	1	1

4.1	<p><b>Sealing and Marking of Bids</b></p> <p>Bidders shall enclose their original eligibility documents described in Section II. Clause 2 in one sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS.” In addition, the Bidders shall submit a copy of each of the Eligibility Documents in a separate envelope. Then, the bidders shall seal and mark the original and the copies of their bids.</p> <p>In the event of any discrepancy between the original and the copy, the original shall prevail.</p> <p>Original copies of the Class “A” Eligibility Legal Documents, such as the SEC, DTI, or the CDA registration certificate and the Mayor’s Permit, may not be submitted on the date and time of bid submission. However, the bidder must be able to present such original copies during post-qualification on demand by the BAC or its authorized representative(s).</p>
4.2	<p><b>Sealing and Marking of Bids</b></p> <p>Each prospective bidder shall submit one (1) original, two (2) copies, and one (1) compact disc (CD) containing electronic copies (in pdf format) of its eligibility documents.</p>
4.3(c)	<p><b>Sealing and Marking of Eligibility Documents: Procuring Entity’s BAC</b></p> <p>The Chairperson Bids and Awards Committee (BAC) III c/o Procurement Management Service – BAC Secretariat Division Room M-511, 5<sup>th</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City Tel Nos.: (+632) 633-9343 / (+632) 636-6542</p>
4.3(d)	<p><b>Sealing and Marking of Eligibility Documents: Project Identification</b></p> <p><b>“Procurement of Manuscripts for Grades 2, 3, 4, 8, 9, and SHS”</b></p>
5	<p><b>Deadline for Submission of Eligibility Documents</b></p> <p>The address for submission of eligibility documents is:</p> <p>The Chairperson Bids and Awards Committee III c/o <b>Procurement Management Service-BAC Secretariat Division, Room M-511, Fifth Floor, Mabini Building, DepEd</b></p>

	<p><b>Meralco Avenue, Pasig City</b>  Tel. Nos. 8633-93-43 / 8636-65-42  Email: <a href="mailto:depedcentral.bacsecretariat@deped.gov.ph">depedcentral.bacsecretariat@deped.gov.ph</a></p> <p>The deadline for submission of eligibility documents is <b>October 28, 2019, 8:10 A.M.</b></p>
8.1	<p><b>Opening and Preliminary Examination of Eligibility Documents</b></p> <p>The place of opening of eligibility documents is <b>Bureau of Curriculum Development Conference Room, Third Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City.</b></p> <p>The date and time of opening of eligibility documents is <b>October 28, 2019, 8:10 A.M.</b></p>
9.1	<p><b>Short Listing of Consultants: Similar Contracts</b></p> <p>Similar contracts shall refer to Publishing contracts</p>
9.2	<p><b>Short Listing of Consultants: Criteria for Short listing</b></p> <p>The criteria to be used by the Procuring Entity for the short listing of publishers/individual authors are as follows:</p> <p><b>For publishers (Publishing Firms)</b></p> <ul style="list-style-type: none"> <li>(i) Applicable experience (e.g., numbered list of instructional materials published within 10 years prior to the original deadline of submission of bid) of the publisher and members, in case of joint ventures (<i>Percentage Weight 40.00%</i>); <ul style="list-style-type: none"> <li>(i.1) No. of years in the development and publication of IMs whether related or not to the subject area (or lot/s) indicated in the REI prior to the original deadline of submission of bid (<i>10.00%</i>);</li> <li>(i.2) No. of developed and published IMs, within 10 years prior to the original deadline of submission of bid, whether related or not to the subject area (or lot/s) indicated in the REI (<i>10.00%</i>);</li> <li>(i.3) No. of published IMs, within 10 years prior to the original deadline of submission of bid, which are related to the subject area (or lot/s) indicated in the Eligibility Documents Submission Form (EDSF)</li> </ul> </li> </ul>



	<p>(16.00%);</p> <p>(i.4) No. of completed contracts on published IMs, within 5 years prior to the original deadline of submission of bid, whether related or not to the subject area (or lot/s) indicated in the REI (4.00%);</p> <p>(ii) Qualification of authors and key staff of publisher who may be assigned to the job vis-à-vis extent and complexity of the undertaking (<i>Percentage Weight: 50%</i>);and</p> <p>(iii) Current workload relative to capacity of publisher (<i>Percentage Weight: 10.00%</i>).</p> <p><b>For Individual Authors</b></p> <p>(i) Applicable experience (<i>Percentage Weight: 40.00%</i>)</p> <p>(i.1) No. of published IMs within 10 years prior to the original deadline of submission of bid (14.00%);</p> <p>(i.2) No. of published IMs for the subject area indicated in the REI within 10 years prior to the original deadline of submission of bid (16.00%);</p> <p>(i.3) No. of years in teaching the subject area specified in the REI (10.00%);</p> <p>(ii) Qualification of authors, co-author/s and key staff involved in the preparation of the manuscript vis-à-vis extent and complexity of the undertaking (<i>Percentage Weight: 50.00%</i>); and</p> <p>(iii) Current workload relative to capacity of author and co-author/s, if any (<i>Percentage Weight: 10.00%</i>).</p> <p>The publisher/individual author must garner a <b>minimum rating of 70.00%</b> to be short listed.</p>
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### Minimum Qualification Requirements of Publishers

#### A. Applicable Experience (40%)\*

Percentage	Criteria		Points
10.00%	1. No. of years in the development and publication of IMs whether related or not to the subject area (or lot/s) indicated in the REI prior to the original deadline of submission of bid		Max of 5 points
	a	No experience in the development and publication	0 point
	b	At least 1 year in the development and publication	1 point
	c	Every additional 1 year	1 point
10.00%	2. No. of developed and published IMs, within 10 years prior to the original deadline of submission of bid, whether related or not to the subject area (or lot/s) indicated in the REI		Max of 5 points
	a	No IMs developed and published	0 point
	b	1 IM developed and published	1 point
	c	2 IMs developed and published	2 points
	d	3 IMs developed and published	3 points
	e	4 IMs developed and published	4 points
16.00%	3. No. of published IMs, within 10 years prior to the original deadline of submission of bid, which are related to the subject area (or lot/s) indicated in the Eligibility Documents Submission Form (EDSF)		Max of 5 points
	a	No IM published	0 point
	b	1 IM developed and published	1 point
	c	2 IMs developed and published	2 points
	d	3 IMs developed and published	3 points
	e	4 IMs developed and published	4 points
4.00%	4. No. of completed contracts on published IMs, within 5 years prior to the original deadline of submission of bid, whether related or not to the subject area (or lot/s) indicated in the REI		Max of 5 points
	a	No completed contracts	0 point
	b	For each completed contract amounting to PhP 1 million and below	1 point
	c	For each completed contract amounting to more than PhP 1 million to PhP 2 million	2 points
	d	For each completed contract amounting to more than PhP 2 million to PhP 3 million	3 points
	e	For each completed contract amounting to more than PhP 3 million to PhP 4 million	4 points
40.00%	f	For each completed contract amounting to more than PhP 4 million	5 points
	<b>Sub-total</b>		

\* While there is no minimum requirement required, please take note that applicable experience is equivalent to 40%. Having 0 point under this category shall mean failure to meet the minimum rating of 70.00% to be shortlisted.

**B. Key Personnel (50%)**

Development Team	Percentage	Criteria		Points
1. Author (Authors connected with the government service are required to submit an <b>Authority to Grant Permission to Any Officials or Employess Granted by the Head of the Agency in Accordance with Section 12 Rule No.18 of the Revised Civil Service Rules</b> )	4.00%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Bachelor's Degree not related to the subject area (or lot/s) indicated in the EDSF (for TVL or TECH-VOC, subject areas at least NC II holder or higher)*	1 point
		b	Bachelor's Degree related to the subject area (or lot/s) indicated in the EDSF	1.5 points
		c	Master's Degree not related to the subject area (or lot/s) indicated in the EDSF, but Bachelor's Degree related to the subject area (or lot/s) indicated in the EDSF	1.75 points
		d	Master's Degree related to the subject area (or lot/s) indicated in the EDSF, but Bachelor's Degree not related to the subject area (or lot/s) indicated in the EDSF	1.75 points
		e	Both Master's Degree and Bachelor's Degree related to the subject area (or lot/s) indicated in the EDSF	2 points
		f	Doctorate Degree not related to the subject area (or lot/s) indicated in the EDSF, but Bachelor's Degree related to the subject area (or lot/s) indicated in the EDSF	2.25 points
		g	Doctorate Degree related to the subject area (or lot/s) indicated in the EDSF, but Bachelor's Degree not related to the subject area (or lot/s) indicated in the EDSF	2.5 points
		h	Both Doctorate Degree and Bachelor's Degree are related to the subject area (or lot/s) indicated in the EDSF (Master's Degree not related)	2.75 points
		i	Doctorate Degree, Master's Degree and Bachelor's Degree are related to the subject area (or lot/s) in the EDSF	3 points
	8.50%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	Authored at least one unpublished textbook or instructional material whether related or not to the subject area/s (or lot/s) specified in the EDSF*	0.5 point (no extra point for any additional unpublished material, whether related or not to the subject area specified in the EDSF)
		b	Authored at least one published textbook or instructional material not related to the subject area/s (or lot/s) specified in the EDSF	0.75 point for every authored and published material not related to the subject area specified in the EDSF
		c	Authored at least one published textbook or instructional material related to the subject area/s (or lot/s) specified in the EDSF	1 point for every authored and published material related to the subject area specified in the EDSF

\*Failure to possess the MINIMUM QUALIFICATION under the CRITERIA COLUMN shall mean automatic disqualification.

**B. Key Personnel (50%)**

Development Team	Percentage	Criteria		Points
2. Content Editor	4.00%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Bachelor's Degree related to the subject area (for TVL or TECH-VOC, subject areas at least NC II holder or higher)*	1 point
		b	Master's Degree not related to the Bachelor's Degree but related to the subject area.	1.5 points
		c	Master's Degree related to the the Bachelor's Degree and the subject area	2 points
		d	Doctorate Degree not related to the Master's Degree but related to the subject area	2.5 points
		e	Doctorate Degree related to the Master's Degree and the subject area	3 points
	8.50%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	No experience on content editing of textbooks, IMs or any academic publications	0 point
		b	Content edited at least two unpublished textbooks, IMs, or any academic publications (e.g. journals, tradebooks, dissertations) in the subject area (Attached Certification of Accomplished work)	0.5 point (no extra point for any additional content edited unpublished material, whether related or not to the subject area specified in the EDSF)
		c	Content edited at least two published textbooks or instructional materials not related to the subject area/s (or lot/s) specified in the EDSF (Attached Certification of Accomplished work)	0.75 point for every two content edited and published materials not related to the subject area specified in the EDSF
		d	Content edited at least two published textbooks or instructional materials related to the subject area/s (or lot/s) specified in the EDSF (Attached Certification of Accomplished work)	1 point for every two content edited and published materials related to the subject area specified in the EDSF

**B. Key Personnel (50%)**

Development Team	Percentage	Criteria		Points
3. Copy Editor	2.00%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Bachelor's Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)*	1 point
		b	Master's Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)	2points
		c	Doctorate Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)	3 points
	5.50%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	No experience on copy editing and supervision of other editorial and book production task	0 point
		b	Copy Edited and supervised other editorial and book production task on at least three IMs (Attach Certification of Accomplished work)	1 point for the minimum requirement; additional 2 points for every additional material
4. Book Designer and Layout Artist	1.50%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Elementary Graduate	0 point
		b	High School Undergraduate	1 point
		c	High School Graduate	1.25 points
		d	Graduate of short courses/certificate courses	1.5 points
		e	NC II Holder/Undergraduate of Bachelor's Degree	2 points
		f	Bachelor's Degree	2.5 points
		g	Graduate Studies (with units, Complete Academic Requirements (CAR), or graduate)	3 points
	6.00%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	No experience in book designing and layouting	0 point
		b	Did book design for at least three complete IM (Attach Sample/s or Certification of Accomplished Work)	1 point for the minimum requirement; additional 2 points for every additional material

\*Failure to posses the MINIMUM QUALIFICATION under the CRITERIA COLUMN shall mean automatic disqualification.



**B. Key Personnel (50%)**

Development Team	Percentage	Criteria		Points
5. Illustrator	1.50%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Elementary Graduate	0 point
		a	High School Undergraduate	1 point
		b	High School Graduate	1.25 points
		c	Graduate of short courses/certificate courses	1.5 points
		d	NC II Holder/Undergraduate of Bachelor's Degree	2 points
		e	Bachelor's Degree	2.5 points
		f	Graduate Studies (with units, Complete Academic Requirements (CAR), or graduate)	3 points
	6.00%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	No experience in doing book illustrations	0 point
		b	Did the Illustrations for at least one complete IM (Attach Sample/s or Certification of Accomplished Work)	1 point for the minimum requirement; additional 2 points for every additional material
6. Proofreader	1.00%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Graduate of Bachelor's Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)*	1 point
		b	Master's Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)	2points
		c	Doctorate Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)	3 points
	1.50%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	No experience in proofreading	0 point
		b	Did proofreading on at least three complete Ims (Attach Sample/s or Certification of Accomplished Work)	1 point for the minimum requirement; additional 2 points for every additional material
	<b>50.00%</b>	<b>Sub-total</b>		

\*Failure to posses the MINIMUM QUALIFICATION under the CRITERIA COLUMN shall mean automatic disqualification.

**C. Current Workload (10%)**

Percentage	Criteria	Points
	Number of on-going publishing contracts on development of manuscripts at the time of submission of bids. (Submit certified true copy of attestation to substantiate the claims about ongoing and/or non-existence of contracts)	Max of 5 points
10.00%	0 to 1 ongoing contract	5 points
8.00%	2 ongoing contracts	4 points
6.00%	3 ongoing contracts	3 points
4.00%	4 ongoing contracts	2 points
2.00%	5 or more ongoing contracts	1 point
<b>10.00%</b>	<b>Sub-Total</b>	

**SUMMARY**

CRITERIA	Percentage
A. Applicable Experience	40.00%
B. Key Personnel	50.00%
C. Current Workload	10.00%
<b>TOTAL</b>	<b>100.00%</b>

**Legend:**

- IM/s - Instructional Material/s
- REI - Expression of Interest
- LA - Learning Area
- EDSF - Eligibility Documents Submission Form

**Note:** The publisher/individual author must garner a minimum rating of **70.00%** to be shortlisted.

## Minimum Qualification Requirements of Individual Authors

### A. Applicable Experience (40%)\*

Percentage	Criteria		Points
14.00%	1. No. published IMs within 10 years prior to the original deadline of submission of bid		Max of 5 points
	a	No. IM published	0 point
	b	1 IM published	1 point
	c	Every additional IM published	1 point
16.00%	2. No. published IMs for the subject area indicated in the REI within 10 years prior to the original deadline of submission of bid		Max of 5 points
	a	No. IM published	0 point
	b	1 IM published	1 point
	c	Every additional IM published	1 point
10.00%	No. of years in teaching the subject area specified in the REI		Max of 5 points
	a	No teaching experience	0 point
	b	1 year teaching experience	1 point
	c	Every additional year in teaching	1 point
<b>40.00%</b>	<b>Sub-total</b>		

\* While there is no minimum requirement required, please take note that applicable experience is equivalent to 40%. Having 0 point under this category shall mean failure to meet the minimum rating of 70.00% to be shortlisted.



**B. Key Personnel (50%)**

Development Team	Percentage	Criteria		Points
1. Author (Authors connected with the government service are required to submit an <b>Authority to Grant Permission to Any Officials or Employess Granted by the Head of the Agency in Accordance with Section 12 Rule No.18 of the Revised Civil Service Rules</b> )	4.00%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Bachelor's Degree not related to the subject area (or lot/s) indicated in the EDSF (for TVL or TECH-VOC, subject areas at least NC II holder or higher)*	1 point
		b	Bachelor's Degree related to the subject area (or lot/s) indicated in the EDSF	1.5 points
		c	Master's Degree not related to the subject area (or lot/s) indicated in the EDSF, but Bachelor's Degree related to the subject area (or lot/s) indicated in the EDSF	1.75 points
		d	Master's Degree related to the subject area (or lot/s) indicated in the EDSF, but Bachelor's Degree not related to the subject area (or lot/s) indicated in the EDSF	1.75 points
		e	Both Master's Degree and Bachelor's Degree related to the subject area (or lot/s) indicated in the EDSF	2 points
		f	Doctorate Degree not related to the subject area (or lot/s) indicated in the EDSF, but Bachelor's Degree related to the subject area (or lot/s) indicated in the EDSF	2.25 points
		g	Doctorate Degree related to the subject area (or lot/s) indicated in the EDSF, but Bachelor's Degree not related to the subject area (or lot/s) indicated in the EDSF	2.5 points
		h	Both Doctorate Degree and Bachelor's Degree are related to the subject area (or lot/s) indicated in the EDSF (Master's Degree not related)	2.75 points
		i	Doctorate Degree, Master's Degree and Bachelor's Degree are related to the subject area (or lot/s) in the EDSF	3 points
	8.50%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	Authored at least one unpublished textbook or instructional material whether related or not to the subject area/s (or lot/s) specified in the EDSF*	0.5 point (no extra point for any additional unpublished material, whether related or not to the subject area specified in the EDSF)
		b	Authored at least one published textbook or instructional material not related to the subject area/s (or lot/s) specified in the EDSF	0.75 point for every authored and published material not related to the subject area specified in the EDSF
		c	Authored at least one published textbook or instructional material related to the subject area/s (or lot/s) specified in the EDSF	1 point for every authored and published material related to the subject area specified in the EDSF

\*Failure to possess the MINIMUM QUALIFICATION under the CRITERIA COLUMN shall mean automatic disqualification.

**B. Key Personnel (50%)**

Development Team	Percentage	Criteria		Points
2. Content Editor	4.00%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Bachelor's Degree related to the subject area (for TVL or TECH-VOC, subject areas at least NC II holder or higher)*	1 point
		b	Master's Degree not related to the Bachelor's Degree but related to the subject area.	1.5 points
		c	Master's Degree related to the the Bachelor's Degree and the subject area	2 points
		d	Doctorate Degree not related to the Master's Degree but related to the subject area	2.5 points
		e	Doctorate Degree related to the Master's Degree and the subject area	3 points
	8.50%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	No experience on content editing of textbooks, IMs or any academic publications	0 point
		b	Content edited at least two unpublished textbooks, IMs, or any academic publications (e.g. journals, tradebooks, dissertations) in the subject area (Attached Certification of Accomplished work)	0.5 point (no extra point for any additional content edited unpublished material, whether related or not to the subject area specified in the EDSF)
		c	Content edited at least two published textbooks or instructional materials not related to the subject area/s (or lot/s) specified in the EDSF (Attached Certification of Accomplished work)	0.75 point for every two content edited and published materials not related to the subject area specified in the EDSF
		d	Content edited at least two published textbooks or instructional materials related to the subject area/s (or lot/s) specified in the EDSF (Attached Certification of Accomplished work)	1 point for every two content edited and published materials related to the subject area specified in the EDSF

\*Failure to possess the MINIMUM QUALIFICATION under the CRITERIA COLUMN shall mean automatic disqualification.

**B. Key Personnel (50%)**

Development Team	Percentage	Criteria		Points
3. Copy Editor	2.00%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Bachelor's Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)*	1 point
		b	Master's Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)	2points
		c	Doctorate Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)	3 points
	5.50%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	No experience on copy editing and supervision of other editorial and book production task	0 point
4. Book Designer and Layout Artist	1.50%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Elementary Graduate	0 point
		b	High School Undergraduate	1 point
		c	High School Graduate	1.25 points
		d	Graduate of short courses/certificate courses	1.5 points
		e	NC II Holder/Undergraduate of Bachelor's Degree	2 points
		f	Bachelor's Degree	2.5 points
		g	Graduate Studies (with units, Complete Academic Requirements (CAR), or graduate)	3 points
	6.00%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	No experience in book designing and layouting	0 point
		b	Did book design for at least three complete IM (Attach Sample/s or Certification of Accomplished Work)	1 point for the minimum requirement; additional 2 points for every additional material

\*Failure to posses the MINIMUM QUALIFICATION under the CRITERIA COLUMN shall mean automatic disqualification.

**B. Key Personnel (50%)**

Development Team	Percentage	Criteria		Points
5. Illustrator	1.50%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Elementary Graduate	0 point
		a	High School Undergraduate	1 point
		b	High School Graduate	1.25 points
		c	Graduate of short courses/certificate courses	1.5 points
		d	NC II Holder/Undergraduate of Bachelor's Degree	2 points
		e	Bachelor's Degree	2.5 points
		f	Graduate Studies (with units, Complete Academic Requirements (CAR), or graduate)	3 points
	6.00%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	No experience in doing book illustrations	0 point
		b	Did the Illustrations for at least one complete IM (Attach Sample/s or Certification of Accomplished Work)	1 point for the minimum requirement; additional 2 points for every additional material
6. Proofreader	1.00%	<b>Educational Background</b>		<b>Max of 3 points</b>
		a	Graduate of Bachelor's Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)*	1 point
		b	Master's Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)	2points
		c	Doctorate Degree (whether related or not to the subject area (or lot/s) indicated in the EDSF)	3 points
	1.50%	<b>Work Experience</b>		<b>Max of 3 points</b>
		a	No experience in proofreading	0 point
		b	Did proofreading on at least three complete Ims (Attach Sample/s or Certification of Accomplished Work)	1 point for the minimum requirement; additional 2 points for every additional material
	<b>50.00%</b>	<b>Sub-total</b>		

\*Failure to posses the MINIMUM QUALIFICATION under the CRITERIA COLUMN shall mean automatic disqualification.

**C. Current Workload (10%)**

Percentage	Criteria	Points
	Number of on-going publishing contracts on development of manuscripts at the time of submission of bids. (Submit certified true copy of attestation to substantiate the claims about ongoing and/or non-existence of contracts)	Max of 5 points
10.00%	0 to 1 ongoing contract	5 points
8.00%	2 ongoing contracts	4 points
6.00%	3 ongoing contracts	3 points
4.00%	4 ongoing contracts	2 points
2.00%	5 or more ongoing contracts	1 point
<b>10.00%</b>	<b>Sub-Total</b>	

**SUMMARY**

CRITERIA	Percentage
A. Applicable Experience	40.00%
B. Key Personnel	50.00%
C. Current Workload	10.00%
<b>TOTAL</b>	<b>100.00%</b>

**Legend:**

- IM/s - Instructional Material/s
- REI - Expression of Interest
- LA - Learning Area
- EDSF - Eligibility Documents Submission Form

**Note:** The publisher/individual author must garner a minimum rating of **70.00%** to be shortlisted.

## ***Section IV. Eligibility Document Forms***

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## **EDF1. Eligibility Documents Submission Form**

*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Publisher/ Author]* hereby expresses interest in participating in the eligibility and short listing for *Contract Package/Lot/s (indicate lot/s, including the subject area/s)* and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a) *[Name of Publisher/Author]* 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
- 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 Publisher/Author  
Address



## **EDF2. Format of Curriculum Vitae (CV) for Proposed Professional Staff**

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Position: \_\_\_\_\_

Name of Professional Staff: \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Pen Name/Pseudonym, if any: \_\_\_\_\_

Profession: \_\_\_\_\_

Years in Practicing the Profession: \_\_\_\_\_

Years with the Firm (Publishers Only): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

### **Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]*

\_\_\_\_\_

### **Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

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**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

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**Published Instructional Materials**

*[In a matrix indicate for each instructional material the classification (e.g. textbook, supplementary reading material), title, subject, grade/year level, author/s, co-author/s, if any, ISBN, year published, and no. of editions released.]*

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**Languages:**

*[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

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**Certification:**

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

\_\_\_\_\_  
*[Signature of professional staff]* Date: \_\_\_\_\_  
Day/ Month/ Year

\_\_\_\_\_  
Date: \_\_\_\_\_  
*[Signature of authorized representative of the firm]* Day/ Month/ Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

## EDF3a. Statement of On-Going Government and Private Contracts

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								

Note : In case of no ongoing contract, the bidder shall submit this duly signed form and indicate "No ongoing contracts", "None", or "Not Applicable" under the Column for Name of Contract (first column from left)

Submitted by : \_\_\_\_\_

(Printed Name &amp; Signature of Authorized Representative)

Designation : \_\_\_\_\_

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

## EDF3b. Statement of Completed Government and Private Contracts

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

Submitted by : \_\_\_\_\_

(Printed Name & Signature of Authorized Representative)

Designation : \_\_\_\_\_

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

## LIST OF PUBLISHED INSTRUCTIONAL MATERIALS

Name of Publisher / Individual Author: \_\_\_\_\_

<i>Description</i>		<i>Book Title</i>	<i>Year Published</i>	<i>ISBN</i>
<b>a. Subject Area</b>				
1				
2				
3				
4				
5				
6				
7				
8				
9				
<b>b. Other IMs</b>				

Submitted by: \_\_\_\_\_

(Printed Name & Signature of Authorized Representative)

Designation: \_\_\_\_\_

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

