

ANNEX A

Project Name: Consultancy Service for the Communication Campaign for Trabaho, Negosyo, Kabuhayan (TNK) Job and Business Fair Including Other Employment Facilitation Programs

Proponent: Bureau of Local Employment

RECEIVED BY: *[Signature]*
 DATE: 11/10/2021 TIME: 3:16 p.m.

SHORTLIST CRITERIA

CRITERIA	POINTS
1. Capability of the firm to design, develop, and execute communication campaign or similar projects	
1.1. Number of contracts (maximum 15 pts.)	15
<ul style="list-style-type: none"> ▪ 10 contracts and above - 15 pts. ▪ 7-9 contracts - 10 pts. ▪ 4-6 contracts - 5 pts. ▪ below 3 contracts - 2 pts. ▪ No contract - 0 	
1.2. Amount of contract (maximum 10 pts.)	10
<ul style="list-style-type: none"> ▪ 4M and Above - 10 pts. ▪ 1M – 3.9 M - 8 pts. ▪ 700 – 999 - 6 pts. ▪ 500 – 699 - 3 pts. ▪ 499 – below - 2 pts. ▪ 0 - 0 pts. 	
2. Applicable experience of the consultant and associates	
2.1. Experience and capability of the Project Manager (maximum 25 pts.)	25
<ul style="list-style-type: none"> ▪ 8 years and above - 25 pts ▪ 6 - 7 years - 18 pts. ▪ 4 - 5 years - 12 pts ▪ 2 - 3 years - 8 pts. ▪ 1 year - 5 pts ▪ No experience - 0 	
2.2. Quality of the personnel who may be assigned to the job (maximum 25 pts.) <i>(this refers to the educational attainment and experience of personnel who will be involved in the project)</i>	
2.2.1. Educational attainment of staff (maximum 10 pts.)	1
<ul style="list-style-type: none"> ▪ With master's degree & above – Marketing or Communication course or related field (10 pts.) ▪ College graduate – Marketing or Communication course or related field (7 pts.) ▪ Technical Vocational graduate – Marketing or Communication course or related field (5 pts.) ▪ College or Tech. Voc. undergraduate – Marketing or 	

CRITERIA	POINTS
Communication course or related field (3 pts) <ul style="list-style-type: none"> ▪ Graduate of other course (1 pt.) 	
2.2.2. Related Work Experience (maximum 15 pts.) <ul style="list-style-type: none"> ▪ 10 years and above (15 pts.) ▪ 5 - 9 years (10 pts.) ▪ 2 - 4 years (6 pts.) ▪ 1 year (3 pts.) ▪ Below 1 year (1 pt.) ▪ No experience (0) 	10
3. Current workload relative to the capacity to undertake the project (25 pts)	20
<ul style="list-style-type: none"> ▪ 6 and above - 5 pts. ▪ 4 - 5 - 10 pts. ▪ 2 - 3 - 15 pts. ▪ 1 - 20 pts. ▪ 0 - 25 pts. 	
TOTAL POINTS	81 pts.
<u>(TOTAL MINIMUM POINTS TO QUALIFY)</u>	70 pts.

Note: Based on the eligibility of documents submitted by **TOUCH XDA** and upon thorough evaluation, the bidder has passed the short listing criteria.

Prepared by:

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Noted by:

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