




**INVITATION TO BID/ EXPRESSION OF INTEREST**  
**for**  
**The Philippine Participation in Expo 2020 Dubai, U.A.E.**

1. The *Department of Trade and Industry (DTI)* through the Expo 2021 Budget, intends to apply the sum of **AED 71,071.44** (Php 995,000.00) inclusive of all applicable taxes in Dubai, United Arab Emirates, being the Approved Budget for the Contract (ABC) of payments under the contract for the **Hiring of Dubai-based News Management Agency to develop and deliver news creation, management, and publication strategy for Filipino and Business Communities in the MENASA AND GCC Regions for Ph Expo 2020 Dubai**. Bids received in excess of the ABC shall be automatically rejected at the Bid opening.
2. The *Department of Trade and Industry (DTI)* now calls for bid proposals for the hiring of a **Dubai-based News Management Agency to develop and deliver news creation, management, and publication strategy for Filipino and Business Communities in the MENASA AND GCC Regions for Ph Expo 2020 Dubai**. Eligibility documents and sample work portfolio of interested consultants must be duly received by the Authorized Representative in Dubai for Philippine Bids and Awards Committee.
3. This shall undergo the Overseas Procurement procedure as specified in the Resolution No. 28 – 2017 (Approving Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be procured and performed overseas) and will undergo an evaluation of the submitted work portfolio to be conducted by the Authorized Representative in Dubai for Philippine Bids and Awards Committee.
4. Application for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.
5. Bidding is open to all interested bidders registered in Dubai, U.A.E subject to the conditions for eligibility provided in the Terms of Reference.
6. The engagement period of the contract shall be **from July 01, 2021 to December 31, 2021**.
7. The Department of Trade and Industry reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. The deadline for the submission of bid documents will be on **May 27, 2021**
9. Upon evaluation of the bids, winning bidder will be notified.
10. For further information, please refer to:

**Commercial Attache, Charmaine Mignon S. Yalong**  
Philippine Trade and Investment Center (PTIC)  
Room 3712, 37<sup>th</sup> Floor, Churchill Executive Towers  
Business Bay, Dubai, UAE/P.O. Box 14066  
Email: [charmainemignonyalong@dti.gov.ph](mailto:charmainemignonyalong@dti.gov.ph); [dubai@dti.gov.ph](mailto:dubai@dti.gov.ph)  
Phone: +971-4-450-4252/ Mobile: +971-4-450-4232  
[www.dti.gov.ph](http://www.dti.gov.ph)

16 May 2021

  
**CHARMAINE MIGNON S. YALONG**  
Commercial Attachè  
Authorized Representative in Dubai for the  
Philippine Bids and Awards Committee

## TERMS OF REFERENCE

Department of Trade & Industry  
Procurement of Consultancy Service for the Development and Delivery of  
**NEWS CREATION, MANAGEMENT AND PUBLICATION STRATEGY  
FOR FILIPINO and BUSINESS COMMUNITIES  
in the MENASA AND GCC REGIONS**  
Philippines' Participation in EXPO 2020 DUBAI

### I. BACKGROUND AND RATIONALE

The Government of the Philippines will participate in the EXPO 2020 Dubai UAE from **October 2021 to March 2022**. Under the theme: "Connecting Minds, Creating the Future," the EXPO 2020 Dubai provides an excellent opportunity to enhance the country's presence in a global scale, promote the Philippines' commercial and public interest in the Middle East, North Africa, and South Asia (MENASA) and Gulf Cooperation Council regions, and benefit from new and sustainable solutions and transformative concepts that are product of the collaborative ideas and experiences of various nations.

The EXPO 2020 Dubai is expected to host 25 million visitors on site during the six-month period, 70% of which are international while 30% are local. The visitors will include, but not be exclusive to, the general public, youth, businesses and governments. Beyond the number of physical visits, the EXPO 2020 Dubai also serves a unique platform to showcase and narrate the Philippines' participation to a wider number of virtual visitors.

To maximize the Philippine participation in EXPO 2020 Dubai, the Philippines will adopt a three-pronged marketing strategy: Country Branding, Trade, Tourism, and Investments Promotion and Business to Consumer Activities through a National Pavilion, Exhibitions, B2B matching activities, Fora and Conferences, High-level visits, and Cultural Events.

#### **Bang-kó-ta: Philippine Reef Expo 2020 Dubai**

The Philippine participation revolves around the thematic concept: "Bang-kó-ta" – a Philippine Reef – presented as a metaphorical microcosm of the Philippines, Bang-kó-ta provides a glimpse of who Filipinos are as a nation. It seeks to trigger the search for Cultural Sustainability and Truthfulness through the Affirmation of the Filipino's Core Identity. Bang-kó-ta proudly announces the culture of the Philippines and its future to the world: our history, creative people, dreams, discoveries and evolution.

Like the complex coral reef that originated from a single polyp, the Philippine Pavilion will be located at the Sustainability District with a plot size of 3,163.25 sq.m. (Refer to the approved Themed Statement and Creative Direction as attached)

The Department of Trade and Industry (DTI) which has been designated by the Office of the President as the lead implementing agency for this activity by virtue of Administrative Order # 17 is tasked to plan, execute, and supervise the National Pavilion, including all programs, events and cultural presentations of the Philippines in EXPO 2020 Dubai.



In view of the above, the DTI is in need of a **Dubai-based News Management Agency**, which will build an effective news content strategy for Filipino communities in the MENASA and GCC regions to:

- Ensure that news content is closely aligned with the brand and business objectives of the Philippines at the Expo 2020 Dubai
- Amplify news content to expand the Philippines' reach to more Filipino communities in the said regions

### **III. OBJECTIVES:**

By generating progressive news coverage and stakeholder communication, the objectives of the News Management Agency are:

- To recognize overseas Filipino communities in the MENASA and GCC regions as partners by providing them with sufficient, favorable and relevant social, cultural and economic information on the Philippines' participation at the Expo 2020 Dubai
- To provide full participation and representation of Filipino and business communities in these regions
- To create a positive relationship between the Philippines and the Filipino and business communities in the MENASA and the GCC regions

### **V. SCOPE OF WORK AND DELIVERABLES**

Under the overall guidance and supervision of the Alternate Commissioner General of the Philippine Organizing Committee (POC), the News Management Agency will deliver the following:

- 1. News generation, creation and development for Filipino and business communities in the MENASA and GCC Regions**  
*News content published in print and other media platforms designed to inform and educate*
- 2. News Distribution and Publication**  
*Promotion and publication of news content to targeted audiences in multiple media formats through owned, free or paid channels and publications*
- 3. Editing and Versioning of news content**  
*Management of multiple news content versions and presentation Changes*
- 4. Public Affairs and Media Relations**  
*Involves direct coordination with Dubai-based media outlets for the production, broadcast and publication of news information to the target audience*

5. Sourcing and Acquisition of materials including digital assets to support news content

6. Assistance and coordination of Press/Media Conferences in Dubai, UAE

**VI. EVALUATION CRITERIA FOR SELECTION OF WINNING BIDDER**

**TABLE 1**

<b>ELIGIBILITY CRITERIA (Pass / Fail)</b>
1. VAT Registration in UAE
2. Company Profile / Information
3. Business License to Operate in UAE
4. Tax Clearance (or its equivalent in UAE)

**TABLE 2**

<b>SELECTION CRITERIA</b>			
<b>I. Technical</b>	<b>Evaluation</b>		<b>75%</b>
	<i>a. Applicable Experience</i>	50%	
	<i>b. Company Portfolio</i>	50%	
	<b>TOTAL</b>	<b>100%</b>	
<b>II. Financial</b>	<b>Evaluation</b>		<b>25%</b>
	<b>TOTAL</b>		<b>100%</b>

**TABLE 2A**

<b>CRITERIA</b>	<b>%</b>	<b>BIDDER A</b>	<b>BIDDER B</b>	<b>BIDDER C</b>
<b>A. APPLICABLE EXPERIENCE</b>	<b>50%</b>			
<b>1. Established presence in the UAE and networks in GCC and MENA regions</b>	<b>5%</b>			
4 years and below	1			
7 years to 5 years	3			
8 years and above	5			
<b>2. Credentials and Track Record</b>	<b>20%</b>			
<i>A. Proven and documented evidence of capabilities in content generation, management and distribution over the last 3 years in the UAE, GCC and MENA regions</i>	<b>5%</b>			

9 and below reputable clients	1			
12 to 10 reputable clients	3			
13 and above reputable clients	5			
<b>B. Number of companies or organizations that are based in the Philippines with projects executed and implemented in the UAE</b>	<b>15%</b>			
9 and below reputable clients	3			
12 to 10 reputable clients	9			
13 and above reputable clients	15			
<b>3. Distribution network</b>	<b>20%</b>			
<i>Proven history of publishing and distributing content using owned, shared or paid media in the UAE, GCC and MENA regions</i>				
9 and below reputable clients	5			
12 to 10 reputable clients	10			
13 and above reputable clients	20			
<b>4. Language capabilities</b>	<b>5%</b>			
<i>A multi-lingual team who can speak English / Arabic / Filipino</i>				
English / Filipino	2			
English / Arabic	2			
English / Arabic / Filipino	5			

**TABLE 2B**

<b>CRITERIA</b>	<b>%</b>	<b>BIDDER A</b>	<b>BIDDER B</b>	<b>BIDDER C</b>
<b>B. COMPANY PORTFOLIO</b>	<b>50%</b>			
<b>1. Structure, scope, environment and image of the news agency</b>	<b>10%</b>			
<b>a. Size</b> <i>A minimum of 3 offices across the MENASA and GCC Regions. Plus point for offices across Asia Pacific</i>	4			
<b>b. Membership of any professional bodies in UAE</b> <i>A minimum of 3 memberships</i>	2			
<b>c. Client portfolio</b>				
<i>International credentials of the news agency, of its shareholders, its clients, any partners, etc.</i>	2			
<i>Positioning, general recognition and image of the company.</i>	2			



<b>2. Organization and extent of the service/s</b>	<b>20%</b>			
<b>a. General company philosophy and professional approach</b> With visible ties and strong connection to the Filipino Community in the UAE, GCC and MENA regions	10			
<b>b. Operational structure</b> - Commercial structure and profile of any partners - Internal organization: specialization/integration - Definition and role of key departments in the company	5			
<b>c. Scope of services and presence or not of particular functions</b> A minimum of 5 conducted studies/research, sponsorship, multi-media, direct marketing.	5			
<b>3. Business/Industry Working Practices</b>	<b>20%</b>			
<b>a. Knowledge-based information sources</b> • Applies/interprets standard information from a table, figure and/or graphs	8			
• Applies research methods to gather information				
<b>b. Availability and access to platforms</b> that can generate information regarding audience sentiments, particularly sentiments of Filipino Community in UAE, GCC and MENA regions	8			
<b>c. Team of minimum of five (5) members for this project</b> Senior contacts and teams for this project, experience and expertise in detailed CVs	4			
<b>EVALUATED BY:</b>  _____	<b>Date:</b>  _____			
<b>Printed Name and Signature</b>				

**VII. ENGAGEMENT PERIOD :** July 01- December 31, 2021 (6 months)

**VIII. BUDGET AND TERMS OF PAYMENT:** AED 71,071.44  
(Note: Inclusive of 5% tax in Dubai, UAE)

PHP 995,004.00  
(Note: Inclusive of 5% tax in Dubai, UAE)

**TABLE 3  
TIMELINE OF DELIVERABLES  
and TERMS OF PAYMENT**

<b>PAYMENT TRANCHE/S</b>	<b>DELIVERABLE/S</b>	<b>AMOUNT (in AED)</b>	<b>AMOUNT (@Php14.00)</b>
1ST Payment July 01-July 31, 2021	A minimum of two (2) content activities in print or online media every month (Press release, features, community announcement, interview, Op-Ed)  One (1) monthly report containing media monitoring report and Activity Accomplishments	11,845.24	165,834.00
2nd Payment August 01 – August 31, 2021	A minimum of two (2) content activities in print or online media every month (Press release, features, community announcement, interview, Op-Ed)  One (1) monthly report containing media monitoring report and Activity Accomplishments	11,845.24	165,834.00
3rd Payment September 01-September 30, 2021	A minimum of two (2) content activities in print or online media every month (Press release, features, community announcement, interview, Op-Ed)  One (1) monthly report containing media monitoring report and Activity Accomplishments	11,845.24	165,834.00
4th Payment October 01-October 31, 2021	A minimum of two (2) content activities in print or online media every month (Press release, features, community announcement, interview, Op-Ed)  One (1) monthly report containing media monitoring report and Activity Accomplishments	11,845.24	165,834.00
5th Payment November 01-November 30, 2021	A minimum of two (2) content activities in print or online media every month (Press release, features, community announcement, interview, Op-Ed)  One (1) monthly report containing media monitoring report and Activity Accomplishments	11,845.24	165,834.00

<p>6th Payment December 01 – December 31 2021</p>	<p>A minimum of two (2) content activities in print or online media every month (Press release, features, community announcement, interview, Op-Ed)</p> <p>One (1) monthly report containing media monitoring report and Activity Accomplishments</p>	<p>11,845.24</p>	<p>165,834.00</p>
<p><b>TOTAL</b></p>		<p><b>71,071.44</b></p>	<p><b>995,004.00</b></p>

**IX. SOURCE OF FUNDS** : PH EXPO 2021 FUNDS

Prepared by:

  
**GILDA R. DELA CRUZ**  
 Philippine Expo 2020 Dubai Secretariat

Approved by:

  
**ASSISTANT SECRETARY ROSVI C. GAETOS**  
 Alternate Commissioner-General *ad*  
 Philippine Expo 2020 Dubai