

**COMMUNICATIONS CONSULTING SERVICES SHORTLISTING CRITERIA**

SHORTLISTING CRITERIA		WEIGHT
<b>I. Applicable Experience (Firm)</b>		<b>50</b>
<i>A. Years of experience</i>		
1. 5 years and above.	25	25
2. 3-4 years.	20	
3. 1-2 years.	15	
<i>B. Number of similar completed projects in the last three years</i>		
1. 20 and above completed projects.	25	25
2. 10 - 19 similar completed projects.	20	
3. 1 to 9 similar completed projects.	15	
<b>II. Qualification of Personnel (at least four personnel)</b>		<b>30</b>
<i>A. Consultant 1</i>		
1. Graduate degree related to the field.	5	10
2. Honor or distinction in undergraduate or graduate degree.	2	
3. 15 - 20 years experience in the field.	2	
4. Seminars/trainings/conferences attended (participant or resource person).	1	
<i>B. Consultant 2</i>		
1. Undergraduate degree related to the field.	5	10
2. Honor or distinction in undergraduate or graduate degree.	2	
3. 15 - 20 years experience in the field.	2	
4. Seminars/trainings/conferences attended (participant or resource person).	1	
<i>C. Project Manager</i>		
1. Undergraduate degree.	2	5
2. 8 - 10 years experience in the field.	2	
3. Seminars/trainings/conferences attended (participant or resource person).	1	
<i>D. Project Technical Staff</i>		
1. Undergraduate degree.	2	5
2. 3 - 5 years experience in the field.	2	
3. Seminars/trainings/conferences attended (participant or resource person).	1	

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<b>Current Workload Relative to Capacity</b>	<b>20</b>
<p>Current workload relative to capacity (ratio) shall be computed based on the following:  <b>Number of Professional Staff / Number of Ongoing Projects</b></p> <p>Wherein the bidder with the highest computed ratio shall garner the perfect score of 20 points.</p> <p>The points of the rest of the bidders shall be computed on a pro rata basis as follows:  <b>(Ratio of the Bidder / Ratio of the Bidder with the Highest Computed Ratio) x 20 Points</b></p>	
<b>TOTAL</b>	<b>100</b>
<b>PASSING RATE</b>	<b>80</b>