

DOT-BAC-IB No. 2019-013
REQUEST FOR EXPRESSION OF INTEREST

The Department of Tourism – Bids and Awards Committee (DOT-BAC), invites PhilGEPS registered Consultants to bid for the hereunder project:

- Name of Project: **Procurement of Consulting Services to Develop and Conduct a Competency-Based Assessment Process for the Department of Tourism (DOT) Foreign Offices’ Deployment of Personnel.**
- Brief description of the Project: The procurement of consulting services to conduct the 2nd Phase of the Deployment Process, i.e Competency-Based Assessment of applicants to enter the Corps of Tourism Officers and Staff for the Foreign Offices of the Department of Tourism.
- Approved Budget for the Contract: Five Million Philippine Pesos (PhP5,000,000.00)
- Contract Duration: Four (4) Months

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check as well as the Preliminary Examination of Bids shall use non-discretionary “pass/fail” criteria. Post-qualification of the highest rated calculated bid shall be conducted.

The list of minimum requirements is indicated in the Eligibility Form. Eligibility of prospective bidders shall be checked using non-discretionary “pass/fail” criteria. Shortlisting of eligible consultants will be done based on the following criteria:

| Criteria | Numerical Weight |
|--|------------------|
| 1. Company Background and Track Record Above 5 years – 30% 3-5 years - 20% Below 3 years – 15% | 30% |
| 2. Number of Projects with the Government Sector for the last 5 years Above 5 projects – 10% 3-5 projects - 7.5% Below 3 projects- 5% | 10% |
| 3. Professional background of the consulting firm (score accumulates): Organizational Development – 10% Project Management - 10% Competency Assessment - 10% Targeted Selection and Profiling – 10% | 40% |
| 4. Current Workload¹ 1 to 2 on-going projects – 20% 3 to 4 on-going projects - 15% Above 4 on-going projects – 10% No on-going projects -5% | 20% |
| TOTAL: | 100% |

The Minimum Passing Score is 80%.

Notes:

1 – Current Workload presupposes that the lesser projects the consultant / company is doing simultaneously, the better, so that focus/concentration/priority would be given to DOT

Only five (5) eligible consultants shall make up the shortlist. The evaluation procedure to be adopted shall be Quality Based Evaluation (QBE).

All particulars relative to Eligibility Check and Shortlisting, Bid Security, Performance Security, Pre-Bid Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

The schedule of activities is as follows:

| Activities | Schedule |
|---|---|
| 1. Issuance and availability of Eligibility Documents/Checklist | July 4, 2019 to July 11, 2019 (8:00 a.m. to 5:00 p.m.) 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City |
| 2. Submission of Eligibility Check | Deadline on or before July 12, 2019 up to 9:00 a.m. 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City |
| 3. Opening of Eligibility Documents for Shortlisted Bidders | July 12, 2019 (10:00 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City |
| 4. Results of Shortlisting | July 16, 2019 |
| 5. Issuance of Bid Documents to Shortlisted Eligible bidders | July 17, 2019 to August 6, 2019 (8:00 a.m. to 5:00 p.m.) 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City |
| 6. Pre-Bid Conference with Shortlisted Eligible bidders | July 25, 2019 (10:00 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City |
| 7. Deadline for request for clarification | Until July 27, 2019 |
| 8. Supplemental/Bid Bulletin | July 30, 2019 |
| 9. Submission of Bids (Technical Proposal & Financial bids) | Deadline on or before August 7, 2019 up to 9:00 a.m only 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City |
| 10. Opening of Bids (Technical Proposal) | August 7, 2019 (10:00 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City |

The Eligibility Documents/Checklist may be obtained free of charge at the DOT-BAC Secretariat c/o Ms. Maria Alma O. Almazan, 4th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City (Tel. Nos. 459-5200 to 30 loc. 425). The same may also be downloaded from free from the PhilGEPS or DOT Websites. Submission and results of eligibility shall be in the same office.

Bid Documents may be obtained by the **Shortlisted Eligible Bidders** at the PDOT-Bac Secretariat c/o Maria Alma O. Almazan at 4th Floor DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City upon payment of non-refundable fee of **FIVE THOUSAND PHILIPPINE PESOS (PhP5,000.00)**.

Payment shall be made to the PDOT Cashier, Ground Floor, PDOT Building, No. 351 Sen. Gil Puyat Ave., Makati City.

The PDOT reserves the right to reject any or all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the PDOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the PDOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:



ASEC. ROBERTO P. ALABADO III
DOT-BAC Chairperson

Date of Postings:

Phil-GEPS website: July 4, 2019 to July 12, 2019

DOT website: July 4, 2019 to July 12, 2019

DOT Bulletin Board: July 4, 2019 to July 12, 2019