

Request for Expression of Interest

CONSULTING SERVICES FOR THE ORGANIZATIONAL DEVELOPMENT OF THE FOOD AND DRUG ADMINISTRATION (FDA)

Bid Reference No. GPG-B1-2018-262
Approved Budget for the Contract – ₱14,356,814.70

1. The **Philippine International Trading Corporation (PITC) and the Food and Drug Administration (FDA)** intend to apply the sum of PESOS: Fourteen Million Three Hundred Fifty Six Thousand Eight Hundred Fourteen & 70/100 (₱ 14,356,814.70) being the Approved Budget for the Contract (ABC) to payments under the contract for *Consulting Services for the Organizational Development of the Food and Drug Administration (FDA)*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

DESCRIPTION	Total ABC (VAT Inclusive) (₱)	Funding Source	Bid Security	Cost / Price of Bid Documents (cash payment only) (₱)
<i>Consulting Services for the Organizational Development of the Food and Drug Administration (FDA)</i>	14,356,814.70	PITC Acknowledgment Ref No.: TL- 2018-103 dated 25 April 2018	<ul style="list-style-type: none"> • Bid Securing Declaration • Cash or Cashier's/ Manager's Check* equivalent to at least 2% of the ABC • Bank Guarantee/ Bank Draft or Irrevocable LC* equivalent to at least 2% of the ABC • Surety bond** callable upon demand equivalent to at least 5% of the ABC 	14,000.00

*Must be issued by a Local Universal or Local Commercial Bank.

**Must be callable upon demand issued by a Surety or Insurance Company duly certified by the Insurance Commission as authorized to issue such bond.

2. PITC and FDA now for the submission of Expression of Interest and Eligibility Documents for the Consulting Services for the Organizational Development of the Food and Drug Administration (FDA) from Civil Service Commission (CSC) - accredited learning and development institutions. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
3. Bidding is restricted to Filipino citizen/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
4. Prospective bidders must have completed within the last five (5) years a contract of similar nature. "Similar nature" shall mean Consulting Services for Organizational Development.
5. Bidding activities timelines are scheduled as follows:

ACTIVITIES	TIME	VENUE
1. Issuance / Availability of Bidding Documents	Starting 06 November 2018	5/F NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
2. Preliminary Conference	13 November 2018, 3:00PM	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

ACTIVITIES	TIME	VENUE
3. Submission of Expression of Interest and Eligibility Documents and Opening of Eligibility Documents	29 November 2018, 10:00AM	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
4. Pre-Bid Conference for Shortlisted Bidders (Open only to short listed bidders)	To be announced	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
5. Submission of Technical and Financial Bid and Opening of Technical Bid (Open only to short listed bidders)	To be announced	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
6. Oral Presentation of the Methodology and Work Plan of the Shortlisted Bidders (Open only to bidders who passed the Opening of Technical Bid)	To be announced	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
7. Opening of Financial Bid of the Highest Rated Bidder (Open only to highest rated bidder)	To be announced	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

6. A complete set of Bidding Documents may be acquired by interested bidders during office hours (8:00 AM - 4:00 PM) but not later the Submission of Technical and Financial Documents. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.

It may be also downloaded free of charge from the website of the PhilGEPS and the PITC website, PROVIDED that shortlisted bidders shall pay the applicable fee for the Bidding Documents not later than the Submission of Technical and Financial Documents. For the Preliminary Conference bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

7. Interested bidders may obtain further information regarding the Bidding Documents from the BAC I Secretariat c/o Ms. Ana DG. Asprec at the **5/F NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City** during office hours (8:00 AM - 4:00 PM) but not later than 4:00 PM starting **06 November 2018** at tel. no. 818-9801 loc. 308. However, any queries relative to the Bidding Documents and the project requirements can only be made by the bidders not later than ten (10) calendar days prior to the Submission and Opening of Eligibility Documents Bids.
8. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest and eligibility documents 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 Implementing Rules and Regulations (IRR). Only the maximum of top **five (5) firms with a rating of at least sixty percent (60%)** will be invited to submit their technical and financial proposal. Details of the rating scheme for shortlisting shall be as follows:

Evaluation Criteria	Score	Percentage
I. Applicable experience of the consulting Firm		
a. Years of Operation -----	10	60%
b. Clientele -----	10	
c. Completed Similar Project / Output of HR/OR in any government agency -----	20	
d. Existing Network with relevant sectoral experts -----	10	
e. CSC accredited as learning and development institution ----	10	
II. Qualification of Team Leader		
a. Educational Attainment -----	10	40%
b. Projects Handled -----	30	
TOTAL		100%

9. A notice of Eligibility and Short listing indicating therein the schedule for the submission of Technical and Financial Documents shall be issued.
10. Technical Documents of short listed bidders shall be evaluated based on the Quality Based Evaluation/Selection (QBE/S) using the following formula:

Evaluation Criteria	Weight
1. Understanding of Objectives	10%
2. Quality of Methodology	20%
3. Recommended Intervention	25%
4. Work Programme	25%
5. Presentation	20%
TOTAL	100%

11. Proposals shall be evaluated using the **Quality Based Evaluation/Selection (QBE/S)**. the Consultant achieving the Highest Technical Score has its Financial Proposal opened and provided that it is within the ABC or cost estimate is invited to negotiate a contract.
12. The project must be completed within **Three Hundred Sixty Five (365) Calendar Days** upon receipt of the Notice to Proceed (NTP)
13. PITC reserves the right to accept or 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 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.

PITC BIDS AND AWARDS COMMITTEE I

Postings on 06 November 2018 PhilGEPS, PITC Website (www.pitc.gov.ph), PITC Bulletin Board and PhilStar