



REQUEST FOR EXPRESSION OF INTEREST FOR THE

***“Consultancy Services for Establishing a Laboratory Management System
Based on ISO/IEC 17025:2017”
(March 4, 2022)***

1. The *Environmental Management Bureau – Cordillera Administrative Region (EMB-CAR)*, through the 2021 GAA intends to apply the sum of *Three Hundred Ten Thousand Pesos (₱ 310,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for ***“Consultancy Services for Establishing a Laboratory Management System Based on ISO/IEC 17025:2017.”*** Bids received in excess of the ABC shall be automatically rejected.
2. The *EMB-CAR* now calls for the submission of eligibility documents for the above. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before 09 March 2022 at 9:00 AM at *EMB-CAR, DENR Compound, Gibraltar Road, Baguio City* or may be sent through the following email address: *gso.embcar@gmail.com*. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

The Terms of Reference (TOR) can be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

3. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible. The short list shall consist of *five (5)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

ELIGIBILITY REQUIREMENTS:

(a) Class “A” Documents

Legal Documents

- (i) Registration Certificate from SEC, DTI, or CDA
- (ii) Mayor’s/Business Permit
- (iii) Latest Tax Clearance

Technical Documents

- (i) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within five (5) years. The statement shall include, for each contract, the following:
 - (i.1) the name and location of the contract;
 - (i.2) date of award of the contract;
 - (i.3) type and brief description of consulting services;
 - (i.4) consultant’s role (whether main consultant, subconsultant, or partner in a JV)
 - (i.5) amount of contract;
 - (i.6) contract duration; and
 - (i.7) certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract;





- (ii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

Financial Documents

The Consultant's audited financial statements, showing, among others the Consultant's total current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

(b) Class "B" Document

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

RATING FOR SHORT LISTING OF CONSULTANTS:

Passing Score/Rating (%) : **85%**

Criteria for Rating:

- a. **Applicable experience of the consultant and members** in the case of joint ventures, considering both the overall experiences of the firm or, in the case of new firms, the individual experiences of the principal and staff, including the time when employed by other consultants (50%)
- b. **Qualification of personnel** who may be assigned to the job vis-à-vis extent & complexity of the undertaking (30%)
- c. **Current workload** relative to capacity (20%)

4. The Procuring Entity shall evaluate bids using the *Quality Based Evaluation/Selection (QBE/QBS)* procedure:

Passing Score/Rating (%) : **85%**

Criteria for Rating:

- a. **Quality of personnel** to be assigned to the Project which covers suitability of key staff to perform the duties for the Project and general qualifications and competence including education and training of the key staff (30%)
- b. **Experience and capability of the Consultant** which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The suitability of the Consultant to the Project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants (40%)
- c. **Plan of approach & methodology** with emphasis on the clarity, feasibility, innovativeness & comprehensiveness of the plan approach, & the quality of interpretation of project problems, risks, & suggested solutions (30%).





CHECKLIST OF REQUIREMENTS FOR THE TECHNICAL AND FINANCIAL PROPOSALS

- a. PhilGEPS Registration Certificate
 - b. Bid Security
 - c. Omnibus Sworn Statement
 - d. Technical Proposal:
 - TPF 1: Technical Proposal Submission Form
 - TPF 2: Consultant's References
 - TPF 3: Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
 - TPF 4: Description of the Methodology and Work Plan for Performing the Project
 - TPF 5: Team Composition and Task
 - TPF 6: Format of Curriculum Vitae (CV) for Proposed Professional Staff
 - TPF 7: Time Schedule for Professional Personnel
 - TPF 8: Activity (Work) Schedule
 - e. Financial Proposal:
 - FPF 1: Financial Proposal Submission Form
 - FPF 2: Summary of Costs
 - FPF 3: Breakdown of Price per Activity
 - FPF 4: Breakdown of Remuneration per Activity
 - FPF 5: Reimbursables per Activity
 - FPF 6: Miscellaneous Expenses
5. The contract shall be completed within *ninety (90) calendar days from receipt of Notice to Proceed.*

For further information, please refer to:

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BAC Chairperson

