



31 October 2023

## REQUEST FOR EXPRESSION OF INTEREST

1. The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee, invites **Consultants/Consulting Firms** to undertake Consulting Services for the below procurement project with the corresponding Approved Budget for the Contract (ABC).

Reference Nos.		Name of Project	Mode of Procurement	ABC	Duration
RFEI No.	Purchase Request No.				
CONS-2023-10-007	GAA-23-09-17666	Communications Consulting Services	53.9. Small Value Procurement under Negotiated Procurement	Eight Hundred Ninety Thousand Pesos Only (₱890,000.00)	The engagement of the consultant shall be for approximately three-and-a-half (3.5) months, which shall commence within ten (10) calendar days upon issuance of Notice to Proceed.

2. Interested **Firms/Organizations** are required to submit a **hard copy**, in a **sealed envelope** of their **Expression of Interest** and the following Eligibility Documents to the **BAC Secretariat** at **G/F DOST-ASTI Bldg., CP Garcia Ave., UP Campus, Diliman, Quezon City 1101** on or before **08 November 2023, 5:00 PM**.
  - a. Valid Mayor's Permit (for firms/organizations);
  - b. Income/Business Tax Return (for individual consultant);
  - c. PhilGEPS Registration Number or Platinum Membership Certificate;
  - d. List of All Ongoing Projects for the past three (3) years<sup>1</sup> (**Annex "A"**);
  - e. List of Completed Projects for the past three (3) years (**Annex "B"**); and
  - f. Statement of the consultant's nationality and curriculum vitae of consultant/s and/or proposed professional staff (**Annexes "C" and "C-1"**).

### **Financial Documents**

- a. Audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or filed and paid through eFPS.

### **Class "B" Document (If applicable)**

- a. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

<sup>1</sup> Should there be no ongoing projects, please submit a Statement or Certification indicating that the firm has no ongoing projects.

3. The DOST-ASTI BAC shall draw up the shortlist of **Consultants/Consulting Firms** from those who have submitted their Expression of Interest and Eligibility Documents and have been determined as eligible in accordance with the provisions of Republic Act No. 9184 (RA No. 9184), otherwise known as the “Government Procurement Reform Act”, and its 2016 revised Implementing Rules and Regulations (IRR). The criteria and rating system for shortlisting of **Firms/Organizations** are:

<b>Criteria</b>	<b>Weight</b>
Applicable experience of consultants	50
Qualification of personnel to be assigned to the job	30
Current workload capacity	20
<b>Total</b>	<b>100</b>

***The minimum score required is eighty percent (80%).***

The short list will be entitled to submit the following Technical Proposals (*in Envelope 1*) and sealed Financial Proposal for the project (*in Envelope 2, use Annex “D”*):

- a. Bid Security or Bid Securing Declaration (**Annex “E”**);
- b. List of All Ongoing Projects for the past three (3) years (**Annex “A”**);
- c. List of Completed Projects for the past three (3) years (**Annex “B”**);
- d. Organizational Chart (if applicable);
- e. List of Personnel (if applicable);
- f. Description of the Methodology and Work Plan for Performing the Project (**Annex “F”**);
- g. Time Schedule for Professional Personnel (**Annex “G”**);
- h. Activity (Work) Schedule (**Annex “H”**); and
- i. Terms of Reference (**duly complied with**) and curriculum vitae of consultant/s and/or proposed professional staff (**Annexes “C” and “C-1”**); and
- j. Omnibus Sworn Statement (**Annex “I”**).

In case of a sole prospective bidder, the same shall undergo eligibility check and shortlisting process pursuant to Section 36 of the 2016 revised IRR of RA No. 9184.

The Technical (Envelope 1) and Financial Proposals (Envelope 2) must be enclosed in one (1) sealed envelope.

4. DOST-ASTI shall apply the Quality-Based Evaluation or QBE procedure under the 2016 revised IRR of RA No. 9184, upon shortlisting. The DOST-ASTI BAC shall assign numerical weights to each of the below criteria:

<b>Criteria</b>	<b>Weight (%)</b>
Quality of Personnel	20%
Experience and Capability of the Consultant	30%
Plan of Approach and Methodology	50%
<b>Total</b>	<b>100%</b>

5. The DOST-ASTI reserves the right to accept or reject an offer, to annul the negotiation process, and to reject all offers/proposals at any time prior to contract award, without thereby incurring liability to affected Bidder/s.

6. For further information, you may refer to:

**DOST-ASTI BAC Secretariat**

c/o Procurement Management Section

G/F DOST-ASTI Bldg., CP Garcia Ave.

UP Campus, Diliman, Quezon City

Telephone No.: +63 2 8249 8500 local 1212/1214

Email: bac-sec@asti.dost.gov.ph

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**BAYANI BENJAMIN R. LARA**  
*Chairperson, DOST-ASTI BAC*