



The Government of Republic of the Philippines  
**PHILIPPINE COUNCIL FOR HEALTH RESEARCH & DEVELOPMENT**  
General Santos Ave., Bicutan, Taguig City

## **REQUEST FOR EXPRESSION OF INTEREST**

FOR THE

### ***Procurement of Consulting Services for the “Event Management Service and Virtual Platform Developer for the Conduct of the year-long celebration of the 40th PCHRD Anniversary”***

1. The Philippine Council for Health Research and Development (PCHRD), through the **General Appropriations Act (GAA2021)** intends to apply the sum of **Ten Million Pesos (PhP 10,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **PCHRD – PB – 2021 – 07**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The PCHRD now calls for the submission of eligibility documents for the **Procurement of Consulting Services for the “Event Management Service and Virtual Platform Developer for the Conduct of the year-long celebration of the 40th PCHRD Anniversary”**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **November 12, 2021 (Friday) 10:00AM**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. The opening of Eligibility Documents is on the same day at **10:30AM**.
3. Interested bidders may obtain further information from Philippine Council for Health Research and Development (PCHRD) and inspect the Bidding Documents at the address given below during weekdays, from 8:00AM to 4:00PM.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **November 04, 2021 to December 01, 2021**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. 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 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). The short list shall consist of at most five (5) prospective bidders who will be entitled to submit bids. In the event that more than five (5) prospective bidders qualify, only the top five (5) scorers will be shortlisted. The criteria and rating system for short listing are:

Criteria	Score	Required Minimum Score
1. Applicable Experience of the Service Provider/Firm a. Company's work portfolio for similar projects in the last three years b. Customer Feedback / Customer Performance Evaluation Report	50	
2 Qualifications of Key Personnel a. Engagement in similar projects in the last two years b. Educational Background c. Work portfolio	30	
3. Current Capacity a. Number of other projects currently handled by key personnel b. Number of key personnel to be assigned to the project c. List of equipment and software	20	
<b>TOTAL SCORE</b>	<b>100%</b>	<b>70%</b>

The prospective Consultant(s) must pass the required minimum score of seventy percent (70%) to be shortlisted.

6. Shortlisted Consultants may purchase the Bid Documents upon payment of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (PhP 10,000.00)**.
7. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

8. The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation (QCBE) procedure**. Wherein the technical and financial proposal shall be given corresponding weight equivalent to **85% (technical) and 15% (financial)**.
9. The contract shall be completed within at least one (1) year and three (3) months upon signing/receipt of Contract.
10. The PCHRD reserves the right to 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 IRR, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

**Mr. Cirio D. Pangan Jr.**

Secretariat, Bids and Awards Committee

Philippine Council for Health Research and Development

2nd Floor, PCHRD Saliksik Building, Sikap Street,

DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City

Email: [cdpangan@pchrd.dost.gov.ph](mailto:cdpangan@pchrd.dost.gov.ph)

Tel. Nos. (02) 8-837-7536 or (2) 8-837-7537 loc. 504 or 506

Fax No. (02) 8-837-7536 or (2) 8-837-2924

(sgd.)

**PAUL ERNEST N. DE LEON**  
Chairperson, Bids and Awards Committee