



REQUEST FOR EXPRESSION OF INTEREST FOR Consulting Services of a Service Provider for the Third Party Inventory of Plantations and Key Informant Interviews for the Assessment of NGP Graduated Sites

1. The *DENR Caraga Region 13, Regional Office*, through the *GAA Fund 101, CY-2023* intends to apply the sum of *Seventy-Five Million One Hundred Ninety Thousand Four Hundred Eighty Three Pesos (Php75,190,483.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Consulting Services of a Service Provider for the Third Party Inventory of Plantations and Key Informant Interviews for the Assessment of NGP Graduated Sites*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *DENR Caraga Region 13, Regional Office* now calls for the submission of eligibility documents for *Consulting Services of a Service Provider for the Third Party Inventory of Plantations and Key Informant Interviews for the Assessment of NGP Graduated Sites*¹. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before *October 19, 2023, 01:00 p.m. (BAC biometric time)* at *BAC Secretariat's Office, DENR-R13, Regional Office, Brgy. Ambago, Butuan City*, and the opening of same documents will be on the same date, *01:30 p.m. (BAC biometric time)* at the *Regional Learning Center, DENR-R13, Regional Office, Brgy. Ambago, Butuan City*. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from *BAC Secretariat's Office* and inspect the Bidding Documents at the address given below during *8:00 a.m. to 5:00 p.m., Monday to Friday*.
4. A complete set of Bidding Documents may be acquired by interested Bidders on *October 24, 2023 to November 13, 2023* from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Fifty Thousand Pesos (Php50,000.00)*.

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 *five (5)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

¹ A brief description of the terms of reference of the Consulting Service should be provided, including outputs/deliverables, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

Criteria	Rating
a. Applicable experience	60%
b. Qualification standard of personnel to assigned in the project; and	20%
c. Current workload relative to capacity.	20%
TOTAL	100%

6. 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.

7. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE)*. *The weights allocated for the Technical Proposals is eighty percent (80%) and twenty percent (20%) for the Financial Proposals.* The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

CRITERIA for Technical Proposal	Percentage
Category	Value
a. Qualification standard of personnel to be assigned to the project	50%
b. Experience and capability of the consultants which include records of previous engagement and quality of performance in similar and in other projects relationship with various and current clients	30%
c. Plan of approach and methodology with emphasis on the clarity feasibility, innovativeness comprehensiveness of plan approach.	20%

CRITERIA for Financial Proposal	Percentage
a. Lowest financial proposals	20%
b. Other financial proposal are scored as follows $\frac{\text{Lowest}}{\text{FPn}} \times 20$ (for further details refer to attached technical and financial proposals criteria and rating)	

8. The contract shall be completed within *six (6) months*.
9. The *DENR Caraga Region 13, Regional Office* 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.
10. For further information, please refer to:

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 Admin. Division-Procurement Section
 DENR-R13, Reg'l. Office,
 Brgy. Ambago, Butuan City
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LUIZ P. GONZAGA
 DMO-V/NGP Regional Coordinator

 DENR-R13, Reg'l. Office,
 Brgy. Ambago, Butuan City
 (085) 815-
 ngp_caraga@yahoo.com

Detailed Schedules:

Activity	Date, Time (BAC biometric time) and Venue
1. Submission of LOI and Issuance of Eligibility Forms	<ul style="list-style-type: none"> • October 11-18, 2023 • 8:00 a.m. to 5:00 p.m. (Monday-Friday) • BAC Secretariat's Office, DENR-R13, Reg'l. Office
2. Eligibility Check and Shortlisting (<i>Submission and Opening of Eligibility Documents</i>)	<ul style="list-style-type: none"> • October 19, 2023 • 01:30 p.m. • Regional Learning Center, DENR-R13, Reg'l. Office
3. Evaluation of Eligibility Documents (Shortlisting)	<ul style="list-style-type: none"> • October 20-22, 2023 • 01:30 p.m. • Regional Learning Center, DENR-R13, Reg'l. Office
4. Approval of the HoPE re: Shortlisted Consultant	<ul style="list-style-type: none"> • October 23, 2023
5. Notification to Shortlisted Bidders	<ul style="list-style-type: none"> • October 23, 2023
6. Posting/Issuance of Bid Documents	<ul style="list-style-type: none"> • October 24, 2023 to November 13, 2023 • 8:00 a.m. to 5:00 p.m. (Monday-Friday) • BAC Secretariat's Office, DENR-R13, Reg'l. Office
7. Pre-Bid Conference	<ul style="list-style-type: none"> • October 31, 2023 • 01:30 p.m. • ORED Conference Room, DENR-R13, Reg'l. Office
8. Deadline for Submission and Receipt of Bids	<ul style="list-style-type: none"> • November 13, 2023 • On or before 01:00 p.m. • BAC Secretariat's Office, DENR-R13, Reg'l. Office
9. Bid Opening	<ul style="list-style-type: none"> • November 13, 2023 • 01:30 p.m. • Regional Learning Center, DENR-R13, Reg'l. Office
10. Bid Evaluation	<ul style="list-style-type: none"> • November 14-16, 2023 • DENR-R13, Regional Office

11. Approval of Ranking by the HoPE	<ul style="list-style-type: none"> • November 15, 2023
12. Presentation of Methodology	<ul style="list-style-type: none"> • November 16, 2023 • DENR-R13, Regional Office
13. Notification for Negotiation	<ul style="list-style-type: none"> • November 17, 2023
14. Negotiation	<ul style="list-style-type: none"> • November 20, 2023 • DENR-R13, Regional Office
15. Post-Qualification	<ul style="list-style-type: none"> • November 21-22, 2023
16. Approval of Resolution/Issuance of Notice of Award	<ul style="list-style-type: none"> • November 23, 2023
17. Contract Preparation and Signing	<ul style="list-style-type: none"> • November 23, 2023
18. Approval of Contract by Higher Authority	<ul style="list-style-type: none"> • November 23, 2023
19. Issuance of Notice to Proceed	<ul style="list-style-type: none"> • November 23, 2023

Date of advertisement: October 11, 2023


ATTY. CLAUDIO A. NISTAL, JR.
 OIC, ARD for Management Services
 BAC, Chairperson