



**REQUEST FOR EXPRESSION OF INTEREST**

**PROCUREMENT OF CONSULTING SERVICES FOR THE ROLL OUT/DEPLOYMENT OF ONLINE LEAVE MANAGEMENT SYSTEM (OLMS) TO THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) REGIONS AND BUREAUS  
BID REF. NO. DENR-CO-2022-029**

1. The **Department of Environment and Natural Resources (DENR)** intend to apply the sum of PESOS: Three Million Two Hundred Thousand (PhP3,200,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for **PROCUREMENT OF CONSULTING SERVICES FOR THE ROLL OUT/DEPLOYMENT OF OLMS TO THE DENR REGIONS AND BUREAUS**. 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 in any of the following forms:	Cost/Price of Bid Documents (cash payment only) (₱)
Procurement of Consulting Services for the Roll Out/Deployment of OLMS the DENR Regions and Bureaus	3,200,000.00	FY 2022 GAA	<ul style="list-style-type: none"><li>• Bid Securing Declaration</li><li>• Cash or Cashier's Manager's Check* equivalent to at least 2% of the ABC</li><li>• Bank Guarantee/ Bank Draft or Irrevocable Letter of Credit equivalent to at least 2% of the ABC</li><li>• Surety Bond** callable upon demand equivalent to at least 5% of the ABC</li></ul>	5,000.00

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

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

2. The DENR now calls for the submission of Expression of Interest and Eligibility Documents for the **PROCUREMENT OF CONSULTING SERVICES FOR THE ROLL OUT/DEPLOYMENT OF ONLINE LEAVE MANAGEMENT SYSTEM (OLMS) TO THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) REGIONS AND BUREAUS**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
3. Bidding is restricted to entities 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 **System Development**.

5. Schedule of activities are as follows:

ACTIVITIES	DATE & TIME	VENUE
1. Issuance of Bidding Documents (Part I)	9:00 AM to 4:00 PM only Mondays to Fridays starting 08 July 2022 (Friday)	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
2. Submission of Expression of Interest and Eligibility Documents	19 July 2022 (Tuesday) 12:00 PM	BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. Opening of Eligibility Documents	19 July 2022 (Tuesday) 2:30 PM	Online via Google Meet Platform
4. Sale of Bidding Documents & Pre-Bid Conference for Shortlisted Bidders	To be announced in the Notice of Shortlisted Bidders	BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City & Online via Google Meet Platform
5. Submission of Technical and Financial Bid <i>(Open only to Shortlisted Bidders)</i>	To be announced	BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
6. Opening of Bids <i>(Open only to Shortlisted Bidders)</i>	To be announced	Online via Google Meet Platform

6. A complete set of Bidding Documents may be acquired by Shortlisted Bidder/s during office hours (9:00AM - 4:00PM) but not later than the Submission of Technical and Financial Documents. The Bidding Documents shall be received personally by the Shortlisted Bidder/s or his duly authorized representative upon presentation of proper identification document.

It may be also downloaded free of charge for the PhilGEPS and DENR websites, PROVIDED that Shortlisted Bidder/s shall pay the applicable fee for the Bidding Documents not later than the Submission of Technical and Financial Documents. For the Pre-bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and will prepare the bid submissions.

7. Interested bidders may obtain further information from the BAC Secretariat c/o Dianne G. Ibias at the BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City from 9:00 AM to 4:00 PM only, Mondays to Fridays starting **08 July 2022** at Tel. No. (02) 8926-2675. However, any queries relative to the content of the bid documents and the project requirements can only be made not later than ten (10) calendar days prior to the Submission of Technical and Financial Bids.
8. The BAC shall draw up the short list of consultants from those who have submitted eligibility documents/Expression of Interest 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 **maximum of three (3)** prospective consultants who will be entitled to submit bids. **Minimum Eligibility Score** to be considered for short listing is **45 points** (75% of the total number of points). Details of rating scheme for short listing shall be as follows:

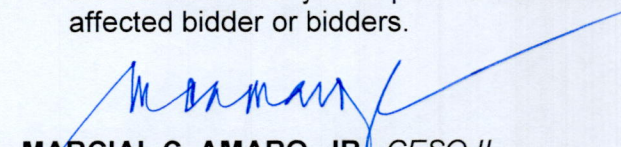
ELIGIBILITY AND SHORTLISTING CRITERIA	MAXIMUM POINTS	WEIGHT
1. Firm Experience	30 points	50%
2. Current Workload Relative to Capacity	10 points	35%
3. Qualification of the Key Personnel	20 points	15%
<b>TOTAL</b>	<b>60 points</b>	<b>100%</b>

9. A Notice of Eligibility and Short Listing shall be issued to short listed bidders indicating therein the schedule for the submission of Technical and Financial Documents.

10. Proposals shall be evaluated using the **Quality-Cost Based Evaluation (QCBE)** at a ratio of **75% for the Technical Proposal** and **25% for the Financial Proposal**. The Technical Criteria for the evaluation shall be as follows:

TECHNICAL CRITERIA	MAXIMUM POINTS	WEIGHT
1. Qualification of Prospective Bidder	20 points	25%
2. Approach and Methodology	100 points	35%
3. Personnel	150 points	30%
4. Number of Manpower Complement	40 points	10%
<b>TOTAL</b>	<b>310 points</b>	<b>100%</b>

11. Only the Consultant with a total technical score of **232.5 points** (75% of the total number of points) shall be qualified for the evaluation of financial proposals.
12. The contract shall be completed within **One Hundred Eighty (180) calendars days** from receipt of Notice to Proceed.
13. The **DENR** reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

  
**MARCIAL C. AMARO, JR., CESO II**  
Assistant Secretary for Policy, Planning and  
Foreign Assisted and Special Projects &  
Chairperson, Bids & Awards Committee  
Date: 07 July 2022