



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA NAYAMAN



REQUEST FOR EXPRESSION OF INTEREST

**PROCUREMENT OF CONSULTING SERVICES FOR THE KNOWLEDGE MANAGEMENT
ROAD MAPPING
BID REF. NO. DENR-CO-2024-025**

Approved Budget for the Contract: PhP1,200,000.00

1. The **Department of Environment and Natural Resources (DENR)** intend to apply the sum of PESOS: One Million Two Hundred Thousand (PhP1,200,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for **PROCUREMENT OF CONSULTING SERVICES FOR THE KNOWLEDGE MANAGEMENT ROAD MAPPING**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

Description	Total ABC (P) (VAT Inclusive)	Funding Source	Cost/Price of Bid Documents (cash payment only) (P)
Procurement of Consulting Services for the Knowledge Management Road Mapping	1,200,000.00	GAA 2024	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 KNOWLEDGE MANAGEMENT ROAD MAPPING**. 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 **Consulting Services covering Knowledge Management**.

5. The schedule of activities is as follows:

ACTIVITIES	DATE & TIME	VENUE/MODE
Part I (Open to all interested bidders)		
1. Issuance of Bidding Documents	9:00 AM to 4:00 PM only Mondays to Fridays starting 05 August 2024	BAC Secretariat c/o Dianne G. Ibias at 2nd floor, Two-Storey Warehouse Bldg., DENR Compound, Visayas Ave., Diliman, Quezon City
2. Submission of Expression of Interest and Eligibility Documents	12 August 2024 (Monday) 09:30 AM (BAC Secretariat Time)	BAC Secretariat Office, 2nd floor, Two-Storey Warehouse Bldg., DENR Compound, Visayas Ave., Diliman, Quezon City
3. Opening of Eligibility Documents	12 August 2024 (Monday) 10:00 AM	Online via Google Meet Platform
Part II (Open only to shortlisted bidder/s)		
1. Sale of Bidding Documents	To be announced in the Notice of Shortlisted Bidders	BAC Secretariat Office, 2nd floor, Two-Storey Warehouse Bldg., DENR Compound, Visayas Ave., Diliman, Quezon City
2. Pre-Bid Conference		Online via Google Meet Platform
3. Submission of Technical and Financial Bid	To be announced	BAC Secretariat Office, 2nd floor, Two-Storey Warehouse Bldg., DENR Compound, Visayas Ave., Diliman, Quezon City
4. Opening of Bids	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 **05 August 2024** 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 **sixty five percent (65%)**. Details of rating scheme for short listing shall be as follows:

ELIGIBILITY AND SHORTLISTING CRITERIA	MAXIMUM POINTS	WEIGHT
1.Firm Experience	20 points	40%
2.Current Workload Relative to Capacity	10 points	20%
3.Qualification of the Consultant / Key Personnel	10 points	40%
TOTAL		100%

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 **65% for the Technical Proposal** and **35% for the Financial Proposal**. The Technical Criteria for the evaluation shall be as follows:

TECHNICAL CRITERIA	MAXIMUM POINTS	WEIGHT
1. Qualification of Prospective Bidder	10 points	25%
2. Approach and Methodology	70 points	50%
3. Qualification of the Consultant / Key Personnel	260 points	25%
TOTAL		100%

11. Only the Consultant with a total technical score of sixty-five percent (65%) shall be qualified for the evaluation of financial proposals.

12. The contract shall be completed within ninety (90) calendar 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.

(sgd.) **EVELYN G. NILLOSAN**
 Chief, Management Division
 Alternate Vice Chairperson, Bids & Awards Committee
 Date: **02 August 2024**