



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



REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT OF CONSULTING SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) DOCUMENT DIGITIZATION
BID REF. NO. DENR-CO-2024-034

Approved Budget for the Contract: PhP 10,000,000.00

1. The **Department of Environment and Natural Resources (DENR)** intend to apply the sum of PESOS: Ten Million (PhP10,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for **PROCUREMENT OF CONSULTING SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) DOCUMENT DIGITIZATION**. 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 DENR Document Digitization	10,000,000.00	2024 GAA	10,000.00

2. The DENR now calls for the submission of Expression of Interest and Eligibility Documents for the **PROCUREMENT OF CONSULTING SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) DOCUMENT DIGITIZATION**. 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 **Document Digitization Contracts**

5. Schedule of activities are as follows:

ACTIVITIES	DATE & TIME	VENUE/MODE
Part I (Open to all interested bidders)		
1. Issuance of Bidding Documents (Part I)	9:00 AM to 4:00 PM only Mondays to Fridays starting 19 September 2024 (Thursday)	BAC Secretariat Office, 2 nd Floor, Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City

ACTIVITIES	DATE & TIME	VENUE/MODE
2. Submission of Expression of Interest and Eligibility Documents	26 September 2024 (Thursday) 9:00 AM <i>(BAC Secretariat Time)</i>	BAC Secretariat Office, 2 nd Floor, Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City
3. Opening of Eligibility Documents	26 September 2024 (Thursday) 9:30 AM	Online via Google Meet Platform
Part II (Open only to shortlisted bidder/s)		
4. Sale of Bidding Documents	To be announced in the Notice of Shortlisted Bidders	BAC Secretariat Office, 2 nd Floor, Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City
5. Pre-Bid Conference for Shortlisted Bidders		Online via Google Meet Platform
6. Submission of Technical and Financial Bid	To be announced	BAC Secretariat Office, 2 nd Floor, Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City
7. 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 Office, 2nd Floor, Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City from 9:00 AM to 4:00 PM only, Mondays to Fridays starting **19 September 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 **28 points** (70% 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	20points	50%
2. Current Workload Relative to Capacity	10 points	25%
3. Qualification of the Key Personnel	10 points	25%
TOTAL	40 points	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 **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	10 points	35%
2. Approach and Methodology	70 points	35%
3. Qualification of Key Personnel	280 points	30%
TOTAL	360 points	100%

11. Only the Consultant with a total technical score of **270 points** (75% of the total number of points) shall be qualified for the evaluation of financial proposals.
12. The contract shall complete the development within **one (1) year** 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.) **RUBEN B. CANDELARIO**

Director, Strategy Management and Organizational Transformation &
Alternate Vice Chairperson, Bids & Awards Committee

Date: **18 September 2024**