



**Request for Expression of Interest
for the Project**

**“Procurement of Virtual Event Management Service Provider for the 5th
National Career Advocacy Congress (NCAC) Webinar Series
and Culminating Activity”**

1. The DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE), through its Bids and Awards Committee (BAC), invites PhilGEPS registered consultants to apply for eligibility and shortlisting and if found eligible and shortlisted to bid for the hereunder project:

Name of Project:	Procurement of Virtual Event Management Service Provider for the 5 th National Career Advocacy Congress (NCAC) Webinar Series and Culminating Activity
Approved Budget for the Contract:	Php 1,100,000.00
Source of Funding:	FY 2021 General Appropriations Act (GAA)
Contract Duration:	Five (5) Months

2. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals;
3. The list of minimum requirements is indicated in the Eligibility Form. Applications for eligibility will be evaluated using a non-discretionary “pass/fail” criterion;
4. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-bid Conference, Evaluation of Bids, Post-Qualification, and Award of Contract shall be governed by the pertinent provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its 2016 Revised Implementing Rules and Regulations (IRR).
5. The schedule of activities are as follows:

Activities	Schedule
1. Issuance and Availability of Eligibility Documents/Checklist	5 to 16 August 2021 (8:00 am – 5:00 p.m)
2. Submission and Opening of Eligibility Documents/Eligibility Check	17 August 2021 (9:30 am)

3. Result of Shortlisting	17 August 2021
4. Issuance of Bid Documents to Shortlisted Bidders	18 to 23 August 2021 (8:00 am – 5:00 p.m)
5. Pre-Bid Conference	24 August 2021 (9:30 am)
6. Submission and Opening of Technical and Financial Proposals	7 September 2021 9:30 a.m.

6. The Eligibility Documents/Checklist may be obtained at the DOLE BAC Secretariat, 2nd Floor, DOLE Main Building, General Luna St., Intramuros, Manila, upon submission of a **Letter of Intent**. Submission and results of eligibility shall be at the Labor Governance Learning Center (LGLC), 2nd Floor, Blas F. Ople Hall, San Jose Street, Intramuros, Manila;
7. The complete set of the Bidding Documents will be available only to shortlisted bidders upon payment of the Bidding Documents Fee amounting to **Php 2,500.00** to the DOLE – Administrative Service – Cash Division, 2nd Floor, DOLE Main Building, Muralla St., Intramuros, Manila;

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

8. 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 2016 Revised IRR of RA 9184;

Whenever applicable, the **top five (5)** eligible bidders shall make up the shortlist and entitled to submit bids. The evaluation procedure to be adopted shall be **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)**. The criteria and rating system for shortlisting shall be rated based on the **Annex A of the Terms of Reference**.

9. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the 2016 Revised IRR of RA 9184.
10. The DOLE shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)* procedure. The DOLE shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
11. The DOLE 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.
12. For further information, please refer to:

Agency : Department of Labor and Employment – Central Office
Contact Persons : Ms. Mylene Boots S. Lamac/Ms. Liberty C. Angeles