

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

**“CONSULTANCY SERVICES FOR THE DEVELOPMENT OF  
 THE CAREER GUIDANCE ADVOCACY PROGRAM (CGAP) MICROSITE”**

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:                  | <b>Consultancy Services for the Development of the Career Guidance Advocacy Program (CGAP) Microsite</b> |
| Approved Budget for the Contract: | Php 500,000.00                                                                                           |
| Source of Funding:                | FY 2021 General Appropriations Act (GAA)                                                                 |
| Contract Duration:                | Eighty-Five (85) Calendar Days from Receipt of Notice to Proceed                                         |

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:

| <b>Activities</b>                                                    | <b>Schedule</b>                              |
|----------------------------------------------------------------------|----------------------------------------------|
| 1. Issuance and Availability of Eligibility Documents/Checklist      | 15 to 25 October 2021<br>(8:00 am – 5:00 pm) |
| 2. Submission and Opening of Eligibility Documents/Eligibility Check | 26 October 2021<br>(9:30 am)                 |

|                                                                |                                                        |
|----------------------------------------------------------------|--------------------------------------------------------|
| 3. Result of Shortlisting                                      | 04 November 2021                                       |
| 4. Issuance of Bid Documents to Shortlisted Bidders            | 05 November to 15 November 2021<br>(8:00 am – 5:00 pm) |
| 5. Pre-Bid Conference                                          | 16 November 2021 (9:30 am)                             |
| 6. Submission and Opening of Technical and Financial Proposals | 01 December 2021<br>9:30 am                            |

6. The Eligibility Documents/Checklist may be obtained at the DOLE BAC Secretariat, 2<sup>nd</sup> 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), 2<sup>nd</sup> Floor, Blas F. Ople Hall, San Jose corner Cabildo St., 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 500.00** to the DOLE – Administrative Service – Cash Division, 2<sup>nd</sup> 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 shortlist 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 : Mr. Rafael R. Velasco/Lorna A. Bugais  
Address : BAC Secretariat, 2<sup>nd</sup> Floor, DOLE Main Building, General Luna  
St., Intramuros, Manila  
Telephone Nos. : (02) 8527-3000 Local 210  
Email Address : [dolecentralofficebacsec@gmail.com](mailto:dolecentralofficebacsec@gmail.com)

  
ATTY. PHILIP A. PAREDES  
Undersecretary  
Concurrent Director, Legal Service  
and Vice-Chairperson, BAC

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