



DOT-BAC REI No. 2020-001

REQUEST FOR EXPRESSION OF INTEREST

The Department of Tourism, through its Bids and Awards Committee (BAC) invites consultants to apply for eligibility and shortlisting, and if found shortlisted, to bid for the hereunder project:

Name of Project: **Procurement of Consultancy Services for the Maintenance of ISO 9001:2015 Quality Management System (QMS) of the Department of Tourism for FY 2020**

Brief Description: Services of a Consultancy firm to provide professional, technical and consultancy services in order to ensure the long term maintenance of the Quality Management System compliant to ISO 9001:2015.

Approved Budget for the Contract: One Million Six Hundred Eighty Thousand Pesos (PhP1,680,000.00)

Contract Duration: Upon receipt of the Notice to Proceed until December 31, 2020

The list of minimum requirements is indicated in the Eligibility Form. Eligibility of prospective bidders shall be checked using non-discretionary “pass/fail” criteria. Shortlisting of eligible consultants will be done based on the following criteria:

CRITERIA		RATE
1	Applicable experience of the company	60%
1.1	Years of experience	30%
	20 years and above	30%
	19 years and below	15%
1.2	Number of ISO 9001 Certified government agencies and private companies consultancy services completed within the last three (3) years	30%
	30 companies and above	30%
	Below 30 companies	15%
2	Qualification of personnel who may assigned to the job	20%
2.1	Work experience of team members as consultant and/or trainer in handling Quality Management System projects / ISO 9001 Projects	10%
	All team members have at least five (5) years of work experience	10%
	At least one (1) team member has below five (5) years of work experience	5%
2.2	Workload of the team member	10%
	More than one (1) team member has been assigned as a full time consultant to handle the project	10%
	At least one (1) team member has been assigned as a full time consultant to handle the project	5%
3	Current Workload Relative to Capacity	20%
3.1	Number of on-going QMS projects relative to capacity	20%
	5 or less on-going projects	20%
	4-8 on-going projects	15%
	9-12 ongoing projects	10%
	More than 12 on-going projects	5%
TOTAL		100%

The Minimum Passing Score is **70%**

Only five (5) eligible consultants shall make up the shortlist. The evaluation procedure to be adopted shall be Quality Based Evaluation (QBE).

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

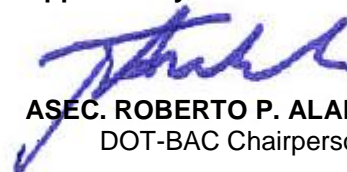
The schedule of activities is as follows:

Activities	Schedule
1. Issuance and availability of Eligibility Documents/Checklist	February 03 to 07, 2020 (8:00 a.m. to 5:00 p.m.) Procurement Management Division / BAC Secretariat Office 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
2. Submission of Eligibility Requirements	Deadline until February 10, 2020 up to 9:00 a.m. ONLY Procurement Management Division / BAC Secretariat Office 4 th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
3. Opening of Eligibility Documents / Eligibility Check	February 10, 2020 (10:30 a.m.) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
4. Results of Shortlisting	February 14, 2020

The Eligibility Documents/Checklist may be obtained free of charge at the DOT-BAC Secretariat / Procurement Management Division c/o Ms. Melanie Claire Singzon, 4th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City (Tel. Nos. 459-5200 to 30 loc. 425). Submission and results of eligibility shall be in the same office.

The DOT reserves the right to reject any or all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:



ASEC. ROBERTO P. ALABADO III
DOT-BAC Chairperson

Date of Postings:

PhilGEPS website: February 01 to 10, 2020

DOT Websites: February 03 to 10, 2020

DOT Bulletin Board: February 03 to 10, 2020