



DOT-BAC REI No. 2019-003

### 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: **Documentation, Training and Consultancy Services for the Maintenance of the ISO 9001:2015 Quality Management System (QMS) of the Department of Tourism**

Brief Description: Services of a Consultancy Firm/Company who will provide expert knowledge through training and consultation throughout the project stages from documentation to implementation and surveillance audits, and to ensure that the Department of Tourism will achieve its objective and benefit from an effective ISO 9001:2015 QMS in the most economic and timely manner.

Approved Budget for the Contract: Two Million Eight Hundred Ninety-Five Thousand Philippine Pesos (PhP 2,895,000.00) inclusive of all applicable taxes.

Contract Duration: Until December 31, 2019

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: experience of the consultant, qualification of personnel and current workload. 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:

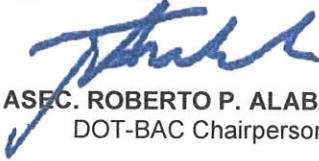
<b>Activities</b>	<b>Schedule</b>
1. Issuance and availability of Eligibility Documents/Checklist	February 28 to March 7, 2019 (8:00 a.m. to 5:00 p.m.) 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
2. Submission of Eligibility Requirements	Deadline until March 8, 2019 up to 9:00 a.m. only 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
3. Opening of Eligibility Documents/Eligibility Check	March 8, 2019 (11:00 a.m.) 4 <sup>th</sup> Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
4. Results of Shortlisting	March 11, 2019
5. Issuance of Bid Documents to Shortlisted Eligible bidders	March 14, to April 2, 2019 (8:00 a.m. to 5:00 p.m.) April 3, 2019 (until 9:00 a.m.) 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
6. Pre-Bid Conference with Shortlisted Eligible bidders	March 22, 2019 (11:00 a.m.) 4 <sup>th</sup> Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
7. Deadline for request for clarification	March 22, 2019
8. Supplemental/Bid Bulletin	March 27, 2019
9. Submission of Bids (Technical & Financial bids)	Deadline until April 3, 2019 up to 9:00 a.m. only 4 <sup>th</sup> Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City
10. Opening of Bids (Technical bids)	April 3, 2019 (10:00 a.m.) 4 <sup>th</sup> Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City

The Eligibility Documents/Checklist may be obtained free of charge at the DOT-BAC Secretariat c/o Ms. Maria Alma O. Almazan, 4<sup>th</sup> 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.

Bid documents will be available only to shortlisted eligible bidders upon payment of a non-refundable fee of Five Thousand Pesos (Php5,000.00) to the DOT Cashier, Ground Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City.

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 28 to March 7, 2019*

*DOT Websites: February 28 to March 7, 2019*

*DOT Bulletin Board: February 28 to March 7, 2019*