

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

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

Name of Project : Consultancy Services for the Design of the Plumbing and Sewerage System of the Department of Finance (DOF) Building

Location : DOF Building, Roxas Blvd., corner P. Ocampo Sr., Street, Malate, Manila 1004

Brief Description : Consultant shall provide the services of Sanitary Engineer to Undertake the preparation of as-built drawings and evaluation of the plumbing and sewerage system of the DOF Building

Approved Budget for the Contract (ABC) : Php 1,500,000.00 (VAT inclusive)

Source of Funding : 2009 Budget

Contract Duration : 60 calendar days

The list of minimum requirements is indicated in the Eligibility Checklist, which includes the submission of proof of filing of income and business returns and payment of taxes due thereon thru the BIR's Electronic Filing and Payment System (EFPS). Eligibility of prospective bidders shall be checked using a non-discretionary "pass/fail" criteria. Shortlisting of eligible bidders will be done based on the following criteria: applicable experience, quality of staff and technology of the firm, job capacity and financial capacity. Bidders who passed the eligibility check and got the required minimum average rating of 85% shall be considered for shortlisting. Only five (5) eligible bidders shall make up the shortlist. The evaluation procedure to be adopted shall be Quality-Cost Based Evaluation (QCBE). Bidders whose technical proposals pass the required minimum technical rating of 85% shall have their financial proposals opened and evaluated. The technical and financial proposals shall carry weights of 70% and 30%, respectively, in the bid evaluation.

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		
	Time	Date	Venue
1. Submission of Letters of Intent and Application for Eligibility	8:00 a.m. to 5:00 p.m.	April 20 to April 24, 2009	BAC Secretariat 7/F, EDPC Bldg., Roxas Blvd., Manila
2. Issuance of Eligibility Forms	8:00 a.m. to 5:00 p.m.	April 27 to 30, 2009	BAC Secretariat 7/F, EDPC Bldg., Roxas Blvd., Manila
3. Deadline for Submission of Eligibility Envelopes/Requirements: opening of the same shall follow immediately	10:00 a.m.	May 8, 2009	DOF Library, 7/F EDPC Bldg., Roxas Blvd., Manila

4. Results of Eligibility Check		May 8, 2009	
5. Results of Shortlisting		May 15, 2009	
6. Issuance of Bid Documents	8:00 a.m. to 5:00 p.m.	May 18, 2009	BAC Secretariat 7/F, EDPC Bldg., Roxas Blvd., Manila
7. Pre-Bid Conference	10:00 a.m.	May 22, 2009	DOF Library, Room, 7/F EDPC Bldg., Roxas Blvd., Manila
8. Deadline for Submission of Technical and Financial Proposals: opening of the Technical Proposals shall follow immediately	9:00 a.m.	June 3, 2009	BAC Secretariat 7/F, EDPC Bldg., Roxas Blvd., Manila
9. Opening of Financial Proposals	To be announced		

The Eligibility Forms will be available at the BAC Secretariat, DOF 7/F, EDPC Bldg., Roxas Blvd. Corner P. Ocampo Sr., St., Manila, upon submission of a Letter of Intent (LOI) and Application for Eligibility, and upon payment of a non-refundable amount of P2,000.00 to the DOF Cashier. Submission and results of eligibility shall be in the same office.

Bid documents will be available only to shortlisted bidders upon payment of a non-refundable amount of P5,000.0 to the DOF Cashier.

The DOF reserves the right to accept or reject any or all bid proposals, or declare the bidding a failure, or not award the contract, and make no assurance that a contract shall be entered into as a result of this invitation. Furthermore, DOF assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

GIL S. BELTRAN
Undersecretary
and BAC Chair

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