



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Bids and Awards Committee

**REQUEST FOR EXPRESSION OF INTEREST FOR PROCUREMENT OF
CONSULTANCY SERVICES FOR THE PREPARATION OF ALL OFFICES
OF THE CITY GOVERNMENT OF MUNTINLUPA FOR ISO 9001-2015
CERTIFICATION**

1. The **CITY GOVERNMENT OF MUNTINLUPA**, through the *2023 Supplemental Budget* intends to apply the sum of **One Million Five Hundred Twenty Nine Thousand Three Hundred Sixty Pesos (Php1,529,360.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Consultancy Services for the Preparation of All Offices of the City Government of Muntinlupa for ISO 9001-2015 Certification**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **CITY GOVERNMENT OF MUNTINLUPA** now calls for the submission of eligibility documents for **Procurement of Consultancy Services for the Preparation of All Offices of the City Government of Muntinlupa for ISO 9001-2015 Certification**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **July 25, 2023, 8:00 a.m.** at **BAC Office, 2/F City Hall Main Bldg., National Road, Putatan, Muntinlupa City**. while the opening of eligibility documents shall be on **July 25, 2023, 9:00 a.m.** at the **Audio Visual Room (AVR), 2/F City Hall Main Building, National Road, Putatan, Muntinlupa City**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from CGM BAC Secretariat through contact details given below and inspect the Bidding Documents at the address given below during office hours 8am to 5pm.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **July 6, 2023** from the given address and website(s) below and upon payment of a fee in the amount of **Five Thousand Pesos (P5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile or through electronic means.



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5. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. 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 Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of *a maximum of three (3)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:
 - i. Applicable experience and capability of the consultant and members - in case of joint ventures, considering both the overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff - including the instances when employed by other consultants (30 points);
 - ii. Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (40 points); and
 - iii. *Number of Government and Private Clients Completed (30 points).*
7. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.
8. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
9. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)*, procedure.
10. The contract shall be completed within Six (6) Months from receipt of Notice to Proceed.



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11. The **CITY GOVERNMENT OF MUNTINLUPA** 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:

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City Government of Muntinlupa
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Tel. no.: (02)861-11127
Facsimile no. :(02) 861-1127

ENGR. ALLAN A. CACHUELA
Chairperson
BAC- City Government of Muntinlupa

