

**REQUEST FOR EXPRESSION OF INTEREST FOR THE PROCUREMENT
FOR THE CONSULTANCY SERVICES FOR THE PROJECT
INTEGRATION AND MARKETING COMMUNICATIONS FOR
IHUB/IHUB-MESH PROJECT OF THE NATIONAL DEVELOPMENT
COMPANY (NDC)**

1. The National Development Company (NDC) through the Department of Trade and Industry (DTI) - Competitiveness and Innovations Group (CIG) 2024 Budget intends to apply the sum of Five Million Five Hundred Thousand Pesos (₱5,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement for the Consultancy Services for the Project Integration and Marketing Communications for IHUB/IHUB-MESH Project of the National Development Company (NDC). Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The NDC now calls for the submission of eligibility documents for Procurement for the Consultancy Services for the Project Integration and Marketing Communications For IHUB/IHUB-MESH Project of the National Development Company (NDC). Eligibility documents of interested consultants must be duly received by the NDC Bids and Awards Committee (BAC) Secretariat on or before December 18, 2024, 10:00 A.M. (7th Floor Clock) at the 7th floor, NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the NDC BAC Secretariat and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M.
4. A complete set of Bidding Documents may be acquired by interested Bidders beginning December 11, 2024, from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the Government Procurement Policy Board (GPPB), in the amount of Ten Thousand Pesos (₱10,000.00).

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.

5. The BAC shall draw up the shortlist of prospective bidders from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of the Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR) and as set out in the Terms of Reference (TOR). The shortlist shall consist of the top five (5) qualified prospective bidders who will be considered in the determination of the Highest Rated Bid (entitled to submit bids.) The criteria and rating system for shortlisting are:

SHORTLISTING CRITERIA AND RATING SYSTEM	%
I. Applicable work experience of the Consultant.	50%
II. Qualification of Key Personnel to be assigned to the Project	45%
III. Current workload relative to capacity.	5%
TOTAL	100%

The prospective bidders must pass the required minimum score of sixty (60%) to be shortlisted. Failure of the prospective bidders to meet any of the minimum requirements will be disqualified and will not be considered in the shortlisting.

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA No. 9184.

In addition, 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.

7. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)* procedure. The Procuring Entity 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.

The Technical and Financial Proposal shall be given weights of 85% and 15%, respectively:

A. Technical Proposal (85%)

- a. Qualification of personnel to be assigned – 55 points
- b. Experience and capability of the Consultant/Consultancy Firm – 35 points
- c. Submission of work plan, timeline, and methodology in responding to the TOR – 10 points

B. Financial Proposal (15%)

Using the formula: $S_f = 100 \times F_1/F$

Where:

S_f = Financial Score of the Financial Proposal under Consideration

F₁ = Price of the Lowest Financial Proposal

F = Price of Financial Proposal Under Consideration

8. The contract shall be completed *within sixty-five (65) calendar days as set out in the TOR.*
9. The NDC 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 No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

MR. JOHNIEREY A. CUETO

Head, BAC Secretariat

National Development Company

7th Floor, NDC Building, 116 Tordesillas Street,

Salcedo Village, Makati City, 1227

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NDC website: www.ndc.gov.ph

December 11, 2024

(Originally Signed)
ALEWIJN AIDAN K. ONG
NDC BAC Chairperson

