



Republic of the Philippines  
**Department of Education**  
BIDS AND AWARDS COMMITTEE V

**PROJECT NO.: 2024c-BHROD1(004)-BV-CB-040**

**REQUEST FOR EXPRESSION OF INTEREST**

FOR THE

**Procurement of Consulting Services for the Events Management  
Services for the 2024 HROD Convention**

1. The **Department of Education (DepEd)**, through the *Government of the Philippines (GOP)* under **OPDNTF Continuing Fund**, intends to apply the sum of **Philippine Pesos Twelve Million and 00/100 only (PhP12,000,000.00)**, being the total Approved Budget for the Contract (ABC) to payments under the contracts for **Procurement of Consulting Services for the Events Management Services for the 2024 HROD Convention**.

Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The **DepEd**, through the **Bids and Awards Committee (BAC) V**, now calls for the submission of eligibility documents for **Procurement of Consulting Services of the Events Management Services for the 2024 HROD Convention**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **10:00 A.M. of September 30, 2024 at Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion. Eligibility documents will be opened, immediately after the aforementioned deadline for receipt of bids, in the presence of the bidders' representatives who choose to attend.

**Late bids shall not be accepted.**

Only **two (2) representatives** per bidder will be allowed to enter inside the venue.

**For the purpose of constituting a quorum**, both the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

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BAC Secretariat Division  
Room M-512, 5<sup>th</sup> Floor, Mabini Building  
DepEd Complex, Meralco Avenue, Pasig Cit  
Telephone No.: (02) 8633-9343; 8636-6542  
Email Address: depedcentral.bacsecretariat@deped.gov.ph

3. Interested consultants may obtain further information from **DepEd Procurement Management Service** at Telephone Nos. **8636-6542 or 8633-9343** and inspect the Bidding Documents at the address given below during office hours.
4. For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:
  - a. A complete set of Bidding Documents may be acquired by interested consultants from the **DepEd Procurement Management Service, Room M-511, 5th Floor, Mabini Building, DepEd Central Office Complex, Meralco Avenue, Pasig City**, upon accomplishing a Bidder's Information Sheet and payment of a non-refundable fee for the Bidding Documents to the **DepEd Cashier**.

Payment in checks should be made payable to **DECS OSEC Trust**.

- b. Interested consultants may signify their intent to purchase the Bidding Documents through email at **depedcentral.bacsecretariat@deped.gov.ph** by accomplishing a Bidder's Information Sheet (***Annex A***). Upon receipt of the Bidder's Information Sheet, the BAC Secretariat Division will send through email the details of the **DECS OSEC Trust** Fund Account for payment. Upon payment, consultants may send through email the proof of payment before the deadline for submission of bids. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

The amount of Bidding Documents shall be ***Philippine Pesos Twenty-Five Thousand and 00/100 (PhP25,000.00)***.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the DepEd website, provided that consultants shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. 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 2016 Revised Implementing Rules and Regulations (IRR). The shortlist shall consist of **three (3) to seven (7)** consultants, with **five (5)** as the preferable number, who will be entitled to submit bids. The criteria and rating system for shortlisting are as follows:

I.	Applicable Experience	- <b>40 percent</b>
II.	Qualification of Personnel	- <b>40 percent</b>
III.	Current Workload relative to Capacity	- <b>20 percent</b>

The firm must garner a minimum rating of **sixty (60) points** to be shortlisted.

6. DepEd will hold a pre-eligibility conference meeting for this Project on **September 26, 2024, 10:00 A.M. at Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**.

7. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

8. The **DepEd** shall evaluate bids using the **Quality Cost - Based Evaluation (QCBE)** (Technical: 70% and Financial: 30%) procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
9. The contract shall be completed within **Sixty-two (62)** calendar days upon receipt of Notice to Proceed (NTP).
10. The **DepEd** 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 consultant or consultants.
11. For further information, please refer to:

**LYKA MA. PATRICIA B. VALENZUELA**

Technical Assistant I

BAC Secretariat Division

Rm. M-512, 5<sup>th</sup> Floor, Mabini Building

DepEd Complex, Meralco Avenue, Pasig City

Telephone Nos.: 8636-6542; 8633-9343

Email Address: **depedcentral.bacsecretariat@deped.gov.ph**

You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>

<https://www.deped.gov.ph/>

*Date of Issuance of Bidding Documents: **September 24, 2024***

  
**ATTY. SUZETTE T. GANNABAN-MEDINA**

*Director IV and Chairperson*