



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

**UNDERSECRETARY FOR ADMINISTRATION
BIDS AND AWARDS COMMITTEE SECRETARIAT**

**REQUEST FOR EXPRESSION OF INTEREST FOR
HIRING OF CONSULTANCY FIRM FOR THE PRE-CONSTRUCTION SERVICES FOR
THE DFA RETROFITTING PROJECT**

1. The Department of Foreign Affairs, through the FY 2022 Continuing Appropriations and FY 2023 MOOE, intends to apply the sum of Nine Million Seven Hundred Forty Five Thousand Pesos Only (PhP 9,745,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Hiring of Consultancy Firm for the Pre-Construction Services for the DFA Retrofitting Project**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Department of Foreign Affairs now calls for the submission of eligibility documents for the Procurement of Hiring of Consultancy Firm for the Pre-Construction Services for the DFA Retrofitting Project. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before Friday, 03 November 2023, 12:00 PM, at the DFA Building, 2330 Roxas Blvd. Pasay City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the Department of Foreign Affairs and inspect the Bidding Documents at the address given below from Mondays to Fridays, 8:00 A.M. to 5:00 P.M.
4. A complete set of Bidding Documents may be acquired by interested Bidders on 10 October 2023 from the address provided above and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (PhP 10,000.00).
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

three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for shortlisting is attached as Annex A.

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184. 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.
8. The Procuring Entity shall evaluate bids using the Quality Based 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 until 31 December 2023 subject to the retention of payment in Item XII.
10. The Department of Foreign Affairs 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.
11. For further information, please refer to:

Bids and Awards Committee Secretariat
Department of Foreign Affairs
2330 Roxas Blvd. Pasay, City
02-8834-4060
bac.secretariat@dfa.gov.ph

09 October 2023, Pasay City


SULPICIO M. CONFIADO
Assistant Secretary and
BAC Chairperson