

# **Request for Expression of Interest for:**

**“Procurement for the Consultancy  
Services for the Survey of School Lots in  
Ilocos Norte Division (For at least 100  
Subdivision Survey)”**



Republic of the Philippines  
**Department of Education**  
Region I  
SCHOOLS DIVISION OF ILOCOS NORTE

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**REQUEST FOR EXPRESSION OF INTEREST FOR**

**PB 013-2022**

**Procurement for the Consultancy Services for the Survey of School Lots in Ilocos Norte Division (For at least 100 Subdivision Survey)**

1. The **Department of Education (DepEd) Schools Division of Ilocos Norte (SDOIN)**, through the *General Appropriations Act FY 2021*<sup>1</sup> intends to apply the sum of **One Million Four Hundred Thousand Pesos (P1, 400, 000.00)** being the **Approved Budget for the Contract (ABC)** to payments under the contract for the project: **Procurement for the Consultancy Services for the Survey of School Lots in Ilocos Norte Division (For at least 100 Subdivision Survey)**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *DepEd SDOIN* now calls for the submission of eligibility documents for **Procurement for the Consultancy Services for the Survey of School Lots in Ilocos Norte Division (For at least 100 Subdivision Survey)**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **10 o'clock in the morning of December 9, 2022 at BAC Secretariat Office, DepEd Schools Division of Ilocos Norte, Brgy. 7B Giron St., 2900 Laoag City**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
3. Interested bidders may obtain further information from *BAC Secretariat Office, DepEd Schools Division of Ilocos Norte, Brgy. 7B Giron St., 2900 Laoag City*, look for *JERRY TABRILLA, Head of BAC Secretariat*, and inspect the Bidding Documents at the address given below during **8 o'clock in the morning until 5 o'clock in the afternoon**.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **November 30, 2022 until December 22, 2022** from the address below *BAC Secretariat Office, DepEd Schools Division of Ilocos Norte, Brgy. 7B Giron St., 2900 Laoag City* and upon payment of the applicable fee for the Bidding Documents, in the amount of **five thousand pesos (P 5, 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

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<sup>1</sup> In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The **DepEd Schools Division of Ilocos Norte** will hold a Pre-Bid Conference<sup>2</sup> on **December 12, 2022 @ 9:00 AM** which shall be conducted at the SDOIN Conference Hall (face-to-face) and which is also open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before **December 22, 2022 @ 9:00 AM**. Late bids shall not be accepted.
7. Bid opening (face-to-face) shall be on **December 22, 2022 @ 9:00 AM** at **SDO Conference Hall**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity

**Health and safety protocols shall be strictly followed.**

8. 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 short listing are:

<b>Criteria</b>	<b>Score</b>
Experience and Capability of the Firm	40%
Qualification of Personnel and Number of Equipment to be used	30%
Current Workload Relative to Capacity	30%
<b>Total</b>	<b>100%</b>

9. 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.

10. 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

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<sup>2</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.

criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

11. The contract shall be completed within **10 months**.
12. The **SDOIN** 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.
13. For further information, please refer to:

**JERRY G. TABRILLA EdD**

*Head BAC Secretariat*

*Schools Division of Ilocos Norte*

*Brgy. 7-B Giron St., Laoag City*

*Tel. No.: 63-77-7705963*

*Email Add: [ilocos.norte@deped.gov.ph](mailto:ilocos.norte@deped.gov.ph)*

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**JOYE D. MADALIPAY EdD, CESO VI**  
Assistant Schools Division Superintended  
BAC Chairperson