



Republic of the Philippines
Department of Finance
Securities and Exchange Commission
SEC Building, EDSA, Greenhills, Mandaluyong City

**REQUEST FOR EXPRESSION OF INTEREST
FOR**

Hiring of Consultant to do the Interior Planning and Design of the Leased SEC Head Office at the Philippine International Convention Center (PICC)

The Securities and Exchange Commission (SEC), through the Continuing Appropriations of 2014 intends to apply the sum of **Five Hundred Thousand Pesos (P500,000.00)**, being the Approved Budget for the Contract (ABC) for the Hiring of Consultant to do the Interior Planning and Design of the Leased SEC Head Office at the Philippine International Convention Center (PICC). Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

Interested bidders may obtain further information from the BAC Secretariat and be issued the Eligibility Documents upon submission of the Letter of Intent. The BAC Secretariat is located at 4th Floor SEC Building, EDSA, Greenhills, Mandaluyong City. Application for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion. The significant time and deadlines for procurement activities are shown below:

	BAC Activities	Date/Time/Venue
1.	Start of submission of Letter of Intent & Issuance of Eligibility Documents	December 29, 2015 at the BAC-Secretariat, 4 th Floor, Procurement Division, SEC Building, EDSA, Greenhills, Mandaluyong City
2.	Deadline for Submission of Eligibility Documents	Date: January 6, 2016 Time: 10:00am Venue: BAC-Secretariat, 4 th Floor, Procurement Division, SEC Building, EDSA, Greenhills, Mandaluyong City
3.	Opening of Eligibility Documents	Date: January 6, 2016 Time: 10:30am Venue: 2 nd Floor, CRMD Conference Room, SEC Building, EDSA, Greenhills, Mandaluyong City

The bidding entity must have the following minimum qualifications:

- a. The entity and/or Consultants must be in the business of providing consultancy services to do the plans and designs including building construction management and engineering supervision for at least five (5) years. In case of a joint venture, each company should have at least five (5) years of business operations.
- b. The entity must have completed at least three (3) projects which are similar in nature to the SEC's requirements. Each project cost should be at least 50% of the approved budget cost (ABC).
- c. The Bidder's Engineers and Designers must have been involved in at least three (3) projects which are similar in nature to the requirements of the SEC project.

- d. The entity must be registered online with the Philippine Government Electronic Procurement System (PhilGEPS) as a legitimate service provider for government requirements.

Bidding shall 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, partnerships with no foreign contributions, or corporations/organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to the citizens of the Philippines.

The BAC shall draw up the short list of consultants from those who have submitted eligibility documents/Expression of Interest 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 criteria and rating for the short listing are as follows:

- a. Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firm or, the individual experiences of the principal and key staff, including the times when employed by other consultants (60 points);
- a.1 The entity and/or Consultants must be in the business of providing consultancy-services for building construction and renovation for at least five (5) years. In case of a joint venture, each company should have at least five (5) years business operations. (30 points)
- a.2 The entity must have completed at least three (3) projects similar in nature to the requirements of the SEC project. Each project cost should be at least 50% of the approved budget cost (ABC). (30 points)
- b. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (40 points);
- b.1 The entity's Engineers and Designers/Architects must be an active/regular member in their respective fields. (PICE, IIEE, UAP, etc) and must have been involved in at least three (3) projects which are similar in nature to the requirements of the SEC project.

All bidding entities that are found to be eligible and obtained at least 60 points will automatically be included in the drawing-up of short list. The maximum number of shortlisted consultants is five (5).


Eligible bidders included in the short list will be evaluated using the Quality-Cost Based Evaluation Procedure stated in the Revised IRR of R. A, 9184. The Technical and Financial Proposals shall be given maximum of eighty five percent (85%) and fifteen percent (15%), respectively.

The contract shall be completed within the duration of the following phases:

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| 1. Investigation and Schematic Design Phase | 15 calendar days |
| 2. Design Development Phase | 15 calendar days |
| 3. Contract Documents Phase | 60 calendar days |
| 4. Execution Phase | 60 calendar days |

The SEC reserves the right to accept or reject any bid, and to annul the selection process and reject all Expressions of Interest at any time prior to the contract award, without thereby incurring any liability.

For further details, you may contact the BAC Secretariat at Tel. No. 584-6654, Fax No. 584-5293.



JUSTINA F. CALLANGAN
Chairman, BAC