

REI No.: 2018-007

Date: 08 October 2018

**Request for the Expression of Interest for the
Procurement of a Consultant to provide Technical Assistance to Conduct Organization
Review and Develop the Restructuring Plan of the John Hay Management Corporation
(JHMC)**

1. The JOHN HAY MANAGEMENT CORPORATION (JHMC), through the COB CY2018 intends to apply the sum of Four Hundred Fifty Thousand Pesos (**Php450,000.00**) being the Approved Budget for the Contract (ABC) to pay for Consultancy Services in providing Technical Assistance to Conduct Organization Review and Develop the Restructuring Plan of the JHMC. Bids received in excess of the ABC shall be automatically be rejected at the opening of the financial proposals.

The JHMC now calls for the submission of eligibility documents for Consultancy Services in providing Technical Assistance to Conduct Organization Review and Develop the Restructuring Plan of the JHMC. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **24 October 2018, 8:00 A.M at JHMC, Cottage 627, JHMC Office Complex, John Hay Special Economic Zone, Camp John Hay, Baguio City.**

2. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. The bidding consultant must have the following minimum qualifications:
 - a. *The consultant, whether a firm or an individual, shall have at least three (3) years of experience in providing Consultancy Services in any or all of the following: organizational development, job levelling, reorganization planning, for private or government organizations.*
 - b. *The Consultant’s Team Leader and/or the Individual Consultant must possess educational background in psychology, organizational development, behavioral science, or other related fields.*
 - c. *The Consultant’s Team Leader and/or the Individual Consultant must have attended relevant training/s or development programs within the last five years or from 2013-2017.*
 - d. *The consultant must be registered online with the Philippine Government Electronic Procurement System (PhilGEPS) as a legitimate service provider for government agencies;*
 - e. *The consultant must have at least one (1) completed or ongoing projects related to the said procurement.*

4. 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 criteria and rating system for short listing are:

Criteria	Maximum Points
1. Applicable experience of the Consulting Firm and/or the Individual Consultant: a. 3 years : 30 points b. 5 years : 40 points c. More than 5 years: 50 points	50 points
2. Educational Background of the Consultant’s Team Leader and/or the Individual Consultant: a. Educational background in either Psychology, Organizational Development, Behavioral Sciences or other related fields: 35 points b. Masters in Organizational Development or other related fields: 40 points	40 points
3. Relevant Training/s and/or Development Program/s attended by the Consultant’s Team Leader and/or Individual Consultant: a. 24 hours training/s or development programs attended: 8 points b. More than 24 hours of relevant training/s or development programs attended: 10 points	10 points
TOTAL	100

5. 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.

4. The JHMC shall evaluate bids using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. The Technical and Financial Proposals shall be given the corresponding weight as follows:

Criteria	Point System
Technical Proposal	80 points
Cost Proposal	20 points
TOTAL	100

5. The contract shall be completed within **five (5) months upon the effectivity of the Notice to Proceed (NTP)**.
6. The JHMC 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.
7. For further information, please refer to:

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(SGD) JANE THERESA G. TABALINGCOS
BAC Chairperson