

**REI No.: 2021-006**

**Date: 11 May 2021**

**REQUEST FOR EXPRESSION OF INTEREST for the  
PROCUREMENT OF A FIRM TO PROVIDE PROFESSIONAL  
SERVICES FOR ON-CALL PROFESSIONAL ELECTRICAL ENGINEER,  
PROFESSIONAL MECHANICAL ENGINEER, AND MASTER PLUMBER ASSIGNED  
TO THE JHSEZ-OFFICE OF THE BUILDING OFFICIAL.**

1. The John Hay Management Corporation (JHMC), through the JHMC Corporate Budget for CY 2021, intends to apply the sum of **Three Hundred Sixty Thousand Pesos (Php360,000.00)**, being the Approved Budget for the Contract (ABC) to payments for a multi-year contract, for the procurement of a firm to provide services for On-Call Professional Electrical Engineer, Professional Mechanical Engineer, and Master Plumber assigned to the JHSEZ-Office of the Building Official. Bids received in excess of the ABC shall be automatically rejected.
2. The JHMC now calls for the submission of proposal for the procurement of Consultancy Services to perform the services required by the Terms of Reference (TOR). A copy of the Terms of Reference (TOR) is attached hereto for your ready reference as Annex "A".

Interested proponent must submit their sealed quotations/proposals (signed by the firm's duly authorized representative) together with the hereunder listed requirements:

- Mayor's/ Business Permit;
- Curriculum Vitae, photocopy of valid Professional License and valid Professional Tax Receipt for each professional to be assigned to the contract;
- Certification of Good Standing issued within the year by the Professional Affiliations as stated in the TOR;
- PhilGEPs Registration Number of the Prospective Firm;
- Notarized Omnibus Sworn Statement; and
- Company Profile including list of applications filed by each professional with the Office of the Building Official of any City/Municipality/Economic Zones for the past two (2) years (2019-2020).

***Note:** Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPs Registration Number*

3. The proposals shall be evaluated using the Quality Cost Based Evaluation (QCBE) wherein both the technical and financial proposals will be considered in the ranking of consultants.

The technical proposal shall be given a weight (T) of seventy (70) percent while the financial proposal shall have weight (F) of thirty (30) percent.

The Proposals shall be evaluated using the following:

Technical Proposal

Years of Practice of Profession:

- 5 Years = 75 points
- 6 - 7 years = 80 points
- 8 - 9 years = 85 points
- 10 - 12 Years = 90 points
- 13 - 14 Years = 95 points
- 15 Years and above = 100 points

The raw score shall be computed as the average of the points garnered by each professional based on the tiers presented above.

The technical score (St) shall be 70% of the raw score.

Financial Proposal

The ratings of each Financial Proposal shall be computed in the following manner:

- a. The consultant with the lowest price gets 100 points.
- b. The scores of the other consultants will be computed using the formula:

$$Sf = 100 \times Fl/F$$

In which:

Sf is the financial score,

Fl is the lowest Financial Proposal, and

F is the Financial Proposal under consideration.

The total score for the consultant shall be computed using the Formula:

$$S = St \times 70\% + Sf \times 30\%$$

Where:

S is the Total Score;

St is the Technical Score;

Sf is the Financial Score;

T is the weight given to the Technical Proposal; and

F is the weight given to the Financial Proposal.

The consultant with the highest total score shall be recommended for award.

4. For other details please refer to the attached Terms of Reference (TOR).
5. Manual submission of sealed proposals with the requirements stated in item 2 of this REI must be submitted on or before 9 A.M. of 26 May 2021 at the address below.
6. In case of electronic submission of proposal with the requirements stated in item 2 of this REI, such must be submitted on or before 9 A.M. of 26 May 2021 using a password-protected compressed archive folder.
7. Prospective consultants must submit manually or electronically. No combination in the submission of proposals and requirements.
8. No piecemeal submission of proposals and requirements.
9. Late submission shall not be accepted.
10. The JHMC reserves the right to accept or reject any bid, to annul the procurement process, and to reject all proposal at any time prior to contract award, without thereby incurring any liability to the affected proponent.
11. For further information, please refer to:

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Approved for Posting:

**(SGD.) JANE THERESA G. TABALINGCOS**  
BAC Chairperson

CON-07