REQUEST FOR PROPOSAL (RFP)

PROCUREMENT OF A HIGHLY TECHNICAL CONSULTANT (ON-CALL PROFESSIONAL MECHANICAL ENGINEER)

RFP NO.:	**2026-002 B**	DATE:	**05 March 2026**
RFQ TYPE:	**Consulting Services**	PAP CODE:	**CON-2**
		PROCUREMENT MODE:	**NP-Highly Technical Consultant**

TO:

Name and Signature	
Company Name	
Address	
Contact Number	
Date Received	

1. The John Hay Management Corporation (JHMC), through its Corporate Operating Budget for CY 2026, intends to apply the sum of **One Hundred Fifty Thousand Pesos (PhP150,000.00)**, being the Approved Budget for the Contract (ABC), to payments under the contract for the **Procurement of a Highly Technical Consultant (On-Call Professional Mechanical Engineer).** Bids received in excess of the ABC shall be automatically rejected.

Location	Description
John Hay Special Economic Zone, Baguio City	Procurement of a Highly Technical Consultant (On-Call Professional Mechanical Engineer)

2. The JHMC now calls for the submission of a proposal for the procurement of Consultancy Services to handle and implement the project. Attached herewith are the Terms of Reference (TOR) *(Annex "1")* and the revised copy of the Omnibus Sworn Statement *(Annex "2")* for ready reference.

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

2.a. Legal Documents:
- 2.a.1. Mayor's/ Business Permit;
- 2.a.2. PhilGEPs Registration Number of the Prospective Firm;
- 2.a.3. Notarized Omnibus Sworn Statement

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

2.b. Technical Documents:
- 2.b.1. Curriculum Vitae containing the following:
  - 2.b.1.1. Work experience;
  - 2.b.1.2. Number of completed consulting services contracts as a Professional Mechanical Engineer in 2024 and 2025;
  - 2.b.1.3. Photocopy of valid PRC License and 2026 Professional Tax Receipt; and
  - 2.b.1.4. Certification of Good Standing issued within the year by the Professional Affiliations;
2.c. Financial Proposal.

3. Prospective bidders shall be evaluated and determined using the evaluation criteria shown below wherein both the technical and financial proposals will be considered in the ranking of consultants.

The technical proposal shall be given a weight of seventy (70) percent while the financial proposal shall have a weight of thirty (30) percent. The overall passing rate shall be eighty-five (85) percent.

EVALUATION CRITERIA	Weight

Technical Proposal
a. Applicable experience for the Consultant
 	
No. of years of professional experience – Maximum of 40 points
  ❏ 5 years = 10 points
  ❏ 6-7 years = 20 points
  ❏ 8-9 years= 30 points
  ❏ 10 years and above = 40 points
	70%

b. The number of completed consulting services contracts as a Professional Mechanical Engineer in 2024 and 2025. Completed Contracts – Maximum of 30 points ❏ Up to 5 contracts = 10 points ❏ 6-9 contracts = 20 points ❏ 10 contracts or more = 30 points	
Financial Proposal The Financial Proposal shall be evaluated 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 x Fl/F, in which Sf is the financial score, Fl is the lowest Financial Proposal and F is the Financial Proposal under consideration.	**30%**
TOTAL	**100%**

4. Interested proponents may submit through electronic or manual means, and strictly not a combination of both.

For manual submission, the interested proponent must submit its quotations/proposals, signed by its duly authorized representative, with **requirements (as stated in the TOR)** to the address below:

BERYL BLANCHE S. BAHATAN
Head, BAC Secretariat
John Hay Management Corporation
John Hay Special Economic Zone, Baguio City
Contact Number: (074) 422-4360
Email address: bac@jhmc.com.ph

5. Submission of quotations/proposals may be done through electronic means, provided that the:

a. The file must be password-protected to ensure the security, integrity, and confidentiality of the eligibility documents;

b. passwords for accessing the file will be disclosed by the Bidders only during the actual opening, which may be done in person or electronically through **Google Meet**; and

c. Complete documents shall be emailed to **bac@jhmc.com.ph**

The deadline of submission is on **13 March 2026 (Friday) at 5:00 PM**. Late submission shall not be accepted.

6.   The JHMC reserves the right to accept or reject any bid, to annul the procurement process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent.

7.   For further information, please contact:

BERYL BLANCHE S. BAHATAN
Head, BAC Secretariat
John Hay Management Corporation
John Hay Special Economic Zone, Baguio City
Contact Number: (074) 422-4360
Email address: bac@jhmc.com.ph

Approved for Posting:

JANE THERESA G. TABALINGCOS
BAC Chairperson

By:

BERYL BLANCHE S. BAHATAN
Head, BAC Secretariat