



CENTRALIZED BIDS AND AWARDS COMMITTEE

FDA-BAC Ref. No. REI-2024-0009-FROO

REQUEST FOR EXPRESSION OF INTEREST

Procurement of Consulting Services for the ISO/IEC 17020:2012 Pre-Accreditation of the Food and Drug Administration - Field Regulatory Operations Office (FDA-FROO)

1. The Food and Drug Administration (FDA), through the **Special Account in the General Fund (SAGF) 2024** intends to apply the sum of **One Million Five Hundred Thousand Pesos Only (PhP1,500,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the Procurement of Consulting Services for the ISO/IEC 17020:2012 Pre-Accreditation of the Food and Drug Administration - Field Regulatory Operations Office (FDA-FROO) *under REI No.2024-0009-FROO*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposal.

2. The FDA now calls for the submission of eligibility documents for the Procurement of a Consulting Services for the ISO/IEC 17020:2012 Pre-Accreditation of the Food and Drug Administration - Field Regulatory Operations Office (FDA-FROO) *under REI No.2024-0009-FROO*. Eligibility documents of interested consulting firms must be duly received by the Centralized Bids and Awards Committee (CenBAC) Secretariat on or before **19 March 2024, 11:00 A.M.** via Microsoft Teams: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmFhNjc2NjUtMzIzMj00ODQ5LTg2NmUtNzc0YmUzMDcwMzlj%40thread.v2/0?context=%7b%22Tid%22%3a%229ff96714-1510-4651-af07-60d5630380ab%22%2c%22Oid%22%3a%225ff40fe4-2c55-4d25-9266-77af65fa914c%22%7d, Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

3. Interested bidders may obtain further information from *CenBAC* Secretariat and inspect the Bidding Documents at the address given below during weekdays, *8:00 AM to 5:00 PM, Monday to Friday*.

4. A complete set of Bidding Documents may be acquired by interested Bidders on **12 March 2024 to 1 April 2024**. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The CenBAC 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 (RA) 9184, otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The shortlist shall consist of at most five (5) prospective bidders who will be entitled to submit bids.

In the event that more than five (5) prospective bidders qualify, only the top five (5) scorers will be shortlisted. The criteria and rating system for short listing are:

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|----|----------------------------------------------------|---|-----|
| a. | Applicable Experience of the Firm | - | 30% |
| b. | Qualification of Personnel Assigned in the Project | - | 60% |
| c. | Current Workload | - | 10% |

The prospective Consultancy Firm must pass the required minimum score of eighty-five percent (85%) to be shortlisted

6. Shortlisted Consultants may purchase the Bid documents upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of **Five Thousand Philippine Pesos (PhP5,000.00)**.

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of R.A. 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.

8. The Procuring Entity shall evaluate bids using the **Quality Cost-Based Evaluation Procedure (QCBE)**. The Procuring Entity shall allocate a corresponding weight of 85% (Technical) and 15% (Financial) Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

9. The contract shall be completed within *six (6) months from the issuance of the approved Notice to Proceed*.

10. The FDA 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.

For further information, please refer to:

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