



## REQUEST EXPRESSION OF INTEREST

### Procurement of consultancy services for the Development of internationalization, global reputation, and excellence of Caraga State University thru and by associating with an internationally recognized brand

1. The **Caraga State University (CSU)**, through the funding source from *Trust Receipt Fund (TRF)2020*, intends to apply the sum of *One Million Four Hundred Fifty Thousand Pesos (P1,450,000.00)* being the Approved Budget for the Contract (ABC), to payments under the contract for the Procurement of consultancy services for the Development of internationalization, global reputation, and excellence of Caraga State University thru and by associating with an internationally recognized brand. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **CSU** now calls for the submission of eligibility documents for *the Procurement of consultancy services for the Development of internationalization, global reputation, and excellence of Caraga State University thru and by associating with an internationally recognized brand*. Interested consultants must submit their eligibility documents and/or for online submission at ***csu.bacsecretariat@carsu.edu.ph*** on or before **October 13, 2020, 11:30 A.M. (CSU time)** at **BAC Secretariat Office, Hostel Bldg, Caraga State University, Ampayon, Butuan City**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion. It may also be downloaded at the CSU website, provided the interested bidders shall pay the non-refundable fee not later than the date of submission of bids.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R. A. # 9184 and its Implementing Rules and Regulations (IRR).

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a. Cash, cashier's check/manager's check issued by a Universal or Commercial Bank.	Two Percent (2%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such surety.	Five Percent (5%)
d. Bid Securing Declaration	

Upon issuance of award, the winning bidder shall post a Performance Security PS in the following form:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
a. Cash, cashier's check/manager's check issued by a Universal or Commercial Bank.	Five Percent (5%)

b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such surety.	Thirty Percent (30%)

Such Performance Security is payable to CSU upon signing of the Contract and shall be forfeited in favor of CSU in the event it is established that the winning bidder is in default in any of its obligations under the Contract.

The complete schedule of activities is listed as follows:

Activities	Schedule	
	Date/Time	Venue
1. Pre-procurement	October 2, 2020 @ 11:30 AM	CSU, Conference Hall/ Via Google Meet
2. Advertisement	October 6-12, 2020	
3. Eligibility Check & Shortlisting	October 13, 2020 11:30AM	CSU OP Conference Room/ Via Google Meet App.
4. Pre-Bid Conference	October 23, 2020 @ 9:00	CSU OP Conference Hall/ Via Google Meet App.
5. Submission & Receipt of Bids/ Bids Opening	November 4, 2020 @ 9:00 AM	CSU OP Conference Hall, New Admin. Bldg. / BAC Secretariat Office/ Via Google Meet
6. Bid Evaluation	November 5-6, 2020	BAC Secretariat Office
7. Notification for Negotiation	November 9-11, 2020	
7. Negotiation	November 12, 2020 @ 10:00 AM	CSU OP Conference Hall/ Via Google Meet App.
8. Post-Qualification	November 13 – 31, 2020	
9. Notice of Award	December 1-13, 2020	
10. Contract Preparation & Signing	December 14-20, 2020	
11. Notice to Proceed	December 21-27, 2020	

- Only shortlisted consultants will be allowed to purchase bidding documents for the Second Stage upon payment of non-refundable amount of Php.5,000.00 for the bidding documents.
- The **CSU-BAC** shall draw up the short list of consultants from those who have submitted 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 short list shall consist of **at least three (3)** prospective consultants who will be entitled to submit bids. The criteria and rating system for short listing are:

Applicable Experience	– 60%
Qualification of Personnel to be Assigned	– 30%
Current workload relative to capacity	– <u>10%</u>
Total	- 100%



“Applicable Experience” pertains to the experiences of the consulting firm in the development of Internationalization, global reputation, and excellence in Universities thru and by associating with an internationally recognized brand.

“Qualification of personnel to be assigned” pertains to the educational background, combined experiences relative to the position nominated for and the overall experience in profession.

“Plan of approach and methodology” pertains to clarity, feasibility, innovativeness, and comprehensiveness of the plan approach in delivering the services required.

5. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criteria as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
6. The **CSU** shall evaluate bids using the Quality Based Evaluation (QBE) procedure. The criteria and rating system for the evaluation of bids shall be as follows:


Quality of Personnel – 10%
Experience and Capability of Consultant – 30%
Plan of Approach and Methodology – <u>60%</u>
100%

Bids are evaluated using individual rating.
7. The contract shall be completed within five (5) months or 150 calendar days from the date of receipt of the Notice to Proceed.
8. The **CSU** reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

**MASTER GEORGE M. TORTOLA**

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Issued this 2<sup>nd</sup> day of September 2020.

  
**ARMIE LEILA M. MORDENO, DPA, CSEE**  
Chairperson, Bids and Awards Committee