



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 · Direct Line: (02) 8926-7631
Website: pca.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

CONSULTANCY SERVICES FOR THE TRAINING SERVICE PROVIDER ON EFFECTIVE LEADERSHIP

1. The Philippine Coconut Authority (PCA) (herein after called "Procuring Entity"), through the 2023 FPE FE HRD fund intends to apply the sum of **Five Hundred Thousand pesos (Php500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for Consultancy Services for the Training Service Provider on Effective Leadership. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Procuring Entity now calls for the submission of eligibility documents to provide Consultancy Services for the Training Service Provider on Effective Leadership. The contract shall be completed within the timeline specified in the Terms of Reference (TOR).

Eligibility documents of interested consultants must be duly received by the BAC Secretariat through manual/physical submission on or before **October 3, 2023; 10:00AM**, at the following address:

*The BAC Secretariat Office
5th Floor, PCA R&D Building
Elliptical Road, Diliman, Quezon City*

3. Opening of received eligibility documents shall be conducted per schedule at AFB Conference Room, R&D Building, Elliptical Road, Diliman, Quezon City, and/or through video conferencing or webcasting via Zoom (link will be provided to interested bidders upon request on the email address and/or contact number below). Bids will be opened in the presence of the Bidders' representatives who choose to attend the opening. **Late eligibility documents shall not be accepted.**
4. Interested consultants may obtain further information from PCA and inspect the Eligibility Documents at the address given above from Mondays to Fridays, 8:00AM to 4:00PM.

A complete set of Eligibility Documents including the Terms of Reference (TOR) for the consultancy services may be acquired by interested Bidders on Sept. 29-Oct. 3, 2023 from the address above. 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 (<https://pca.gov.ph/>).

5. The BAC shall draw up the short list of consultants from those who have submitted an 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 shortlist shall consist of **five (5)** prospective consultants who will be entitled to submit bids. The criteria and rating system for shortlisting are:

Rating Factor	Weight (%)
1. Applicable experience of the consultant (meaning the consulting firm) and associates in case of joint ventures	50%
2. Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking	30%
3. Current workload relative to capacity	20%

The prospective Consultant(s) must pass the required minimum score of seventy percent (70%) to be shortlisted.

Shortlisted Consultants may purchase the Bid Documents at a non-refundable fee of Five Hundred pesos (Php500.00) at the same address given above.

6. Procurement will be conducted through Small Value Procurement procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

Procurement 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.

7. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within timeline specified in the Terms of Reference (TOR).
9. The PCA 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.

10. For further information, please refer to:

*The BAC Secretariat Office
5th Floor, PCA R&D Building
Elliptical Road, Diliman, Quezon City
928-4501 loc. 409
pcacobac@pca.gov.ph*

11. You may visit the following websites:

For downloading of Bidding Documents: <https://www.philgeps.gov.ph/>
<https://pca.gov.ph/>

Issued on September 28, 2023.


ROEL M. ROSALES
CO BAC Chairman