



Republic of the Philippines  
DEPARTMENT OF HEALTH  
PHILIPPINE CHILDREN'S MEDICAL CENTER  
Bids and Awards Committee  
Quezon Avenue, Quezon City 1100  
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Trunkline: 8588-9900 local 361/355 Telefax No.: 8924-0870

# *Section I*

## *Request for Expression of Interest*

### *(1) Information Technology Consultancy Phase 2 A*

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**REI-2024-084**



Republic of the Philippines  
DEPARTMENT OF HEALTH  
**PHILIPPINE CHILDREN'S MEDICAL CENTER**

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website: [www.pcmc.gov.ph](http://www.pcmc.gov.ph) email: [officeofthedirector@pcmc.gov.ph](mailto:officeofthedirector@pcmc.gov.ph)  
Trunk Line: 8588-9900 to 20 Direct Line: 8924-6601

**REQUEST FOR EXPRESSION OF INTEREST  
REI-2024-084**

1. The **PHILIPPINE CHILDREN'S MEDICAL CENTER (PCMC)**, through PCMC Corporate Operating Budget (COB) for CY 2024 intends to apply the sum of *Two Million Pesos (Php 2,000,000.00)* being the Approved Budget for the Contract (ABC) to payment under the contract. Bids received in excess of the ABC shall be automatically rejected at the opening of financial proposal

Name of Project	Approved Budget for the Contract	Cost of Bidding Documents
One (1) Lot Information Technology Consultancy Phase 2 A	Php 2,000,000.00	Php 5,000.00

2. The **Philippine Children's Medical Center (PCMC)** now calls for the submission of eligibility documents for the above-mentioned project. Eligibility documents of interested consultants must be duly received through manual submission on or before : **October 15, 2024 9:30 A.M. Guard-on-Duty, 3<sup>rd</sup> Floor, Procurement Division Area, PCMC Main Building.**

Bid opening shall be on **October 15, 2024, 10:00 AM 3rd Floor, Procurement Division Conference Room PCMC Main Building.** Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity. In compliance to social distancing and to support the government's effort to mitigate, if not contain transmission of COVID -19, we will **strictly allow only one authorized representative per bidder company** to enter the venue during opening of bids. Provided further, that said authorized representative shall follow PCMC's safety protocol by wearing a face mask while inside PCMC Premises. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

3. Interested Bidders may obtain further information from PCMC and inspect the Bidding Documents at the address given below during office hours.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **October 8 - 15, 2024** from the given address and websites below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (PhP5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means. 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.

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**PhilHealth Accredited**

*ONR*



5. The PCMC - BAC 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 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

- |   |   |       |
|---|---|-------|
| a) Track Record of the Consultancy / Firm               | - | 50 %  |
| b) Qualification of personnel to be assigned to the job | - | 30 %  |
| c) Current Workload Relative to the Capacity            | - | 20 %  |
|   |   | 100 % |

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

7. The Procuring Entity shall evaluate bids using the Quality Based Evaluation/Selection (QBE/QBS) 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 four (4) months.

9. The **Philippine Children's Medical Center (PCMC)** 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:

Procurement Division  
3rd Floor, PCMC Main Building  
Quezon Avenue, cor. Sen. Miriam P. Defensor-Santiago Avenue,  
Quezon City  
Trunk line: 8588-9900 Loc 1331 / 1332  
Fax Number: 8924-0870  
Mobile Number: +63917-8423248  
Email: [pcmcbac@gmail.com](mailto:pcmcbac@gmail.com)

12. You may visit the following websites:

For downloading of Bidding Document : [www.pcmc.gov.ph](http://www.pcmc.gov.ph)  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

October 5, 2024

  
**FRANCIS S. DELA CUESTA, RN, MAN**  
Chairman, Bids & Awards Committee  
& Awards Committee

Page 2 of 2



**CONFORME:**

\_\_\_\_\_  
Authorized Signatory  
Signature over printed name  
Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Company/Firm

\_\_\_\_\_  
Company's Official E-mail Address  
(where notices will be sent)

\_\_\_\_\_  
Company's Official Contact Number





Republic of the Philippines  
DEPARTMENT OF HEALTH  
PHILIPPINE CHILDREN'S MEDICAL CENTER  
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## *Section III*

### *Eligibility Documents*

#### *(1) Information Technology Consultancy Phase 2 A*

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**REI-2024-084**

## 1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines; or
  - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

## 2. Eligibility Requirements

2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class “A” Documents –

Legal Documents

(i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

(ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:

(ii.1) the name and location of the contract;

(ii.2) date of award of the contract;

(ii.3) type and brief description of consulting services;

(ii.4) consultant’s role (whether main consultant, subconsultant, or partner in a JV)

(ii.5) amount of contract;

(ii.6) contract duration; and

(ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;



(iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class “B” Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder’s country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder’s affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

### 3. Format and Signing of Eligibility Documents

3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.

3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.

3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.

3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

#### 4. Sealing and Marking of Eligibility Documents

4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy thereof shall be similarly sealed duly marking the envelopes as “COPY NO. \_\_\_ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.

4.3. All envelopes shall:

- (c) contain the name of the contract to be bid in capital letters;
- (d) bear the name and address of the prospective bidder in capital letters;
- (e) be addressed to the Procuring Entity’s BAC specified in the **EDS**;
- (f) bear the specific identification of this Project indicated in the **EDS**; and
- (g) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

#### 5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

#### 6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause **Error! Reference source not found.** shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of

submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

## 7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

## 8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (h) the name of the prospective bidder;
  - (i) whether there is a modification or substitution; and
  - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

## 9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

## 10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

**CONFORME:**

\_\_\_\_\_  
Authorized Signatory  
Signature over printed name  
Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Company/Firm

\_\_\_\_\_  
Company's Official E-mail Address  
(*where notices will be sent*)

\_\_\_\_\_  
Company's Official Contact Number



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## *Section III*

### *Eligibility Data Sheet*

#### *(1) Information Technology Consultancy Phase 2 A*

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**REI-2024-084**

# Eligibility Data Sheet

<b>Eligibility Documents</b>			
1.2	Consultancy Services for the One (1) Lot Information Technology		
1.3	No further instructions		
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>[state relevant period]</i> prior to the deadline for the submission and receipt of eligibility documents.		
2.1(a)(ii.7)	The acceptable proof of satisfactory completion of completed contract is Project Owner’s certificate of Final Acceptance or any other similar documents/instruments that would show final satisfactory acceptance/completion of the project.		
0	<p>Each prospective bidder shall submit one (1) original and <i>[insert number of copies required]</i> copies of its eligibility documents.</p> <p><b>Manner of Submission:</b>  <b>Each prospective bidder shall submit:</b>  <b>Required:</b> 4 SETS (each set filed in a folder , stamped “certified true copy”, properly arranged and labeled)  <b>Content of a Set:</b> Legal Documents, Technical Documents, Financial Documents  <b>Manner of Submission:</b> The 4 folders shall be enclosed in the expanded envelope labeled as Eligibility Documents. <b><i>[Strictly NO using of staple wire and thick materials for tabs]</i></b></p> <p style="text-align: center;"><b>All copies should be certified as true copy</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>COLOR CODING OF FOLDERS/ENVELOPES</b></td> <td style="text-align: center;"><b>BROWN</b></td> </tr> </table> <p><b>LABEL ON THE ENVELOPE/S:</b>  Name of PROCURING ENTITY  Name of CONTRACT TO BE BID  REI Number  DATE of Bid Opening  Name of the Bidder Company  Address of the Bidder Compan</p> <p><b>IDENTIFY THE ENVELOPES:</b>  as: &gt;Eligibility Requirements  (original and copy 1,copy 2 and copy 3)</p>	<b>COLOR CODING OF FOLDERS/ENVELOPES</b>	<b>BROWN</b>
<b>COLOR CODING OF FOLDERS/ENVELOPES</b>	<b>BROWN</b>		
(e)	<b>FRANCIS S. DELA CUESTA, RN, MAN</b> Chairman, Bids & Awards Committee & Awards Committee		
(f)	<b>Name of Project: Consultancy Services for the One (1) Lot Information Technology Phase 2 A</b>		

0	<p>The address for submission of eligibility documents is:</p> <p><b>Guard On-Duty</b>  <b>3<sup>rd</sup> Floor, Procurement Division Area</b>  <b>Philippine Children’s Medical Center Main Building</b>  <b>Quezon Avenue corner Agham Road, Quezon City</b></p> <p>The deadline for submission of eligibility documents is:  <u><b>on or before October 15, 2024, 9:30 A.M.</b></u></p>										
0	<p>The place of opening of eligibility documents is :</p> <p><b>3<sup>rd</sup> Floor, Procurement Division Conference Room</b>  <b>Philippine Children’s Medical Center Main Building</b>  <b>Quezon Avenue corner Agham Road, Quezon City</b></p> <p>The date and time of opening of eligibility documents is:  <u><b>October 15, 2024, 10:00 A.M.</b></u></p>										
0	<p>Similar contracts shall refer to:</p> <p>Consultancy Services for the One (1) Lot Information Technology</p> <p>Must be supported with Project Owner’s certificate of Final Acceptance or any other similar documents/instruments that would show final satisfactory acceptance/completion of the project.</p>										
0	<p><b>Criteria and Rating system for the Short listing of consultants</b></p> <table border="1" data-bbox="424 1218 1380 1787"> <thead> <tr> <th data-bbox="424 1218 1182 1249">CRITERIA</th> <th data-bbox="1182 1218 1380 1249">WEIGHT</th> </tr> </thead> <tbody> <tr> <td data-bbox="424 1249 1182 1391">           A. Experience of the Firm            1. Similar Experience (<b>35 pts</b>)                (Refer to Clause 9.1)            2. Related Experience (<b>15pts</b>)         </td> <td data-bbox="1182 1249 1380 1391" style="text-align: center;"><b>50pts</b></td> </tr> <tr> <td data-bbox="424 1391 1182 1570">           B. Qualifications of personnel to be assigned to the project            1. Education Training and Publication (<b>10pts</b>)            2. Technical Adequacy for Assignment                2.1 Similar Experience (<b>15pts</b>)                2.2 Related Experience (<b>5pts</b>)         </td> <td data-bbox="1182 1391 1380 1570" style="text-align: center;"><b>30pts</b></td> </tr> <tr> <td data-bbox="424 1570 1182 1749">           A. Current Workload relative to capacity            1. Firm’s Present/on-going Projects                1 – 2 Projects (<b>20 pts</b>)                3 - 4 Projects (<b>10 pts</b>)                More than 5 projects (<b>5 pts</b>)         </td> <td data-bbox="1182 1570 1380 1749" style="text-align: center;"><b>20pts</b></td> </tr> <tr> <td data-bbox="424 1749 1182 1787" style="text-align: center;"><b>TOTAL</b></td> <td data-bbox="1182 1749 1380 1787" style="text-align: center;"><b>100pts</b></td> </tr> </tbody> </table> <p><b>To be eligible for inclusion in the shortlist, a consultant must obtain a Minimum or Passing Total Rating of 70 points.</b></p>	CRITERIA	WEIGHT	A. Experience of the Firm 1. Similar Experience ( <b>35 pts</b> ) (Refer to Clause 9.1) 2. Related Experience ( <b>15pts</b> )	<b>50pts</b>	B. Qualifications of personnel to be assigned to the project 1. Education Training and Publication ( <b>10pts</b> ) 2. Technical Adequacy for Assignment 2.1 Similar Experience ( <b>15pts</b> ) 2.2 Related Experience ( <b>5pts</b> )	<b>30pts</b>	A. Current Workload relative to capacity 1. Firm’s Present/on-going Projects 1 – 2 Projects ( <b>20 pts</b> ) 3 - 4 Projects ( <b>10 pts</b> ) More than 5 projects ( <b>5 pts</b> )	<b>20pts</b>	<b>TOTAL</b>	<b>100pts</b>
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<b>TOTAL</b>	<b>100pts</b>										



**CONFORME:**

\_\_\_\_\_  
Authorized Signatory  
Signature over printed name  
Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Company/Firm

\_\_\_\_\_  
Company's Official E-mail Address  
(*where notices will be sent*)

\_\_\_\_\_  
Company's Official Contact Number