

**REQUEST FOR EXPRESSION OF INTEREST  
FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE  
DEVELOPMENT OF BUSINESS CONTINUITY MANAGEMENT SYSTEM (BCMS)  
PGC-BAC-2022-003C**

1. The **PHILIPPINE GUARANTEE CORPORATION (PHILGUARANTEE)**, through the **2022 Corporate Operating Budget** intends to apply the sum of **Pesos: One Million Four Hundred Forty Thousand (Php1,440,000.00)**, **inclusive of all applicable taxes and fees**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Consulting Services for the Development of Business Continuity Management System (BCMS)/PGC-BAC-2022-003C**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **PHILGUARANTEE** now calls for the submission of eligibility documents for the **Procurement of Consulting Services for the Development of Business Continuity Management System (BCMS)**.

*The engagement of the Consultant aims to conduct the initial assessment and come up with objectives of the BCMS in line with the latest ISO 22301, BSP Circular No. 951 s. 2017 and NDRRMC Memorandum No. 33 s. 2018 (Public Service Continuity Plan for Government Agencies). This includes but not limited to, identifying the BCMS scope, key business activities, products and services.*

*Detailed objectives are in the Terms of Reference, Section VI.*

Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **October 13, 2022; 1:15 P.M.** at **PHILGUARANTEE Jade Building Office located at Jade Building, 335 Sen. Gil J. Puyat Avenue Makati City.**

Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

3. Interested bidders may obtain further information from **PHILGUARANTEE** and inspect the Bidding Documents at the address given below during **9:00 A.M. to 4:00 P.M.**
4. A complete set of Bidding Documents may be acquired by interested Bidders on **October 6, 2022** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Pesos: Five Thousand (Php5,000.00)**.

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 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 short list shall consist of **Five (5)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

Criteria	Weight Score
a. Applicable experience of the consultant/firm and members in case of joint ventures	50%
b. Qualifications of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	30%
c. Current workload relative to capacity	20%
<b>TOTAL</b>	<b>100%</b>

Only consultants who meet the minimum total score of 80% shall be shortlisted.

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-Cost Based Evaluation (QCBE)* **The weights allocated for the Technical and Financial Proposal are 80% and 20% respectively. Bids whose technical proposal pass the minimum score of 80 points shall have its financial proposal opened and evaluated.** 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 **One Hundred Eighty (180) calendars days from receipt of Notice to Proceed (NTP).**
9. The **PHILGUARANTEE** 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:

**MR. MARVYN ANTHONY C. GALANG**  
*BAC Secretariat*  
**PHILGUARANTEE**  
 3F, Jade Building, 335 Sen. Gil J. Puyat Avenue  
 Makati City, Philippines  
[8897-3293/bacsecretariat@philguarantee.gov.ph](mailto:8897-3293/bacsecretariat@philguarantee.gov.ph)

October 6, 2022

  
**MELINDA M. ADRIANO**  
 Chairperson, Bids and Awards Committee