



Republic of the Philippines

Office of the Solicitor General

134 Amorsolo St., Legaspi Village, Makati City

Tel No. 988-1674 / Telefax No. 813-11-74

Website: www.osg.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT OF CONSULTANCY SERVICES

**For COMPETENCY MODELING, PROFILING and ASSESSMENT for the
OFFICE OF THE SOLICITOR GENERAL**

1. The **Office of the Solicitor General (OSG)**, through the **FY 2018 Budget, R.A. 10964** intends to apply the sum of **Two Million Five Hundred Thousand Pesos (₱2,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Consultancy Services for Competency Modeling, Profiling and Assessment for the Office of the Solicitor General** (Contract No. **PR 018-09-351**). Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The OSG now calls for the submission of eligibility documents for the Consultancy Services to **(a) Assess and validate 139 plantilla positions in the OSG to make sure that the employees meet the mandates, functions and organizational goals of their respective positions; (b) Identify and develop the Core, Organizational, Leadership and Functional Competencies for the 139 positions; c) Create a competency matrix profile of the 139 positions and develop the competency-based job descriptions; d) Determine whether such competencies and levels are present in the 139 position in the OSG; and e) Establish a framework for a Competency-Based Human Resource System.** Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **November 22, 2018, 10:55am.** at **2nd Floor, Administrative Division, OSG Building, 134 Amorsolo Street, Legaspi Village, Makati City.** Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the OSG and inspect the Bidding Documents at the address given below, **Monday thru Friday, 8am to 5pm.**
4. A complete set of Bidding Documents may be acquired by interested Bidders on **November 15, 2018** 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 Two Thousand Five Hundred Pesos (₱2,500.00).** 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 a maximum of three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

	Criteria	Weight
1.	<i>Experience of the Firm</i>	<i>30 points</i>
2.	<i>Qualifications of Key Personnel</i>	<i>50 points</i>
3.	<i>Job Capacity</i>	<i>20 points</i>

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 (QBE)*. 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 **Three (3) months from receipt of Notice to Proceed (NTP)**
9. The OSG 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:

Christian D. Buat
Office of the Solicitor General
2nd F., OSG Building, 134 Amorsolo St., Legaspi Village, Makati City
Tel No: 988-1691; 836-33-14 Fax No: 813-11-74
Email Address: cdbuat@osg.gov.ph

Date of Issue: November 15, 2018.


JOSEPH L. GUEVARRA
 Assistant Solicitor General
 Chairperson, Bids & Awards Committee