

# **Invitation to Apply for Eligibility and to Bid**

## **Republic of the Philippines OFFICE OF THE PRESIDENT COMMISSION ON HIGHER EDUCATION**

### ***PROCUREMENT OF CONSULTING SERVICES FOR THE DESIGN OF THE CHED HIGHER EDUCATION DEVELOPMENT CENTER (HEDC) LOCAL AREA NETWORK (LAN) STRUCTURED CABLING***

#### ITEM DESCRIPTION

**Design:**

Design of the CHED-HEDC Structured Cabling

**Development Time:**

Two (2) months development time

**Delivery:**

CHED Central Office

- a) The developer must adhere to the agreed Scope of work and delivery of output.

1. The Commission on Higher Education, through the Higher Education Development Fund, intends to apply the sum of ***FOUR HUNDRED THOUSAND (PhP 400,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for the ***PROCUREMENT OF CONSULTING SERVICES FOR THE DESIGN OF THE CHED-HEDC LOCAL AREA NETWORK (LAN) STRUCTURED CABLING***. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
  
2. The CHED BAC now calls for the submission of Letters of Intent (LOIs) from potential bidders to apply for eligibility and short listing for the ***PROCUREMENT OF CONSULTING SERVICES FOR THE DESIGN OF THE CHED-HEDC LAN STRUCTURED CABLING***. Interested consultants must submit their LOIs on or before ***February 19, 2008 at 9:00 AM*** to the Bids and Awards Committee Secretariat, Commission on Higher Education, Ground Floor, Jollibee Center, San Miguel Avenue Ortigas Center, Pasig City and secure the Eligibility Documents therefrom. Eligibility documents cost Five Hundred Pesos (PhP 500.00) and can be purchased on the address indicated below. Applications for eligibility will be evaluated on a “pass/fail” basis. The last day for the submission of the accomplished Eligibility Documents shall be on ***February 20, 2008 at 9:00 AM*** and the opening of Eligibility Documents: ***February 20, 2008 at 10:00 AM*** at ***the CHED Conference Room, 5<sup>th</sup> floor, DAP Bldg., San Miguel Avenue, Ortigas Center, Pasig City***. Only those that are short listed will be entitled to submit bids.

**BAC Schedule of Activities**

<b><i>Bidding Activities</i></b>	<b><i>Dates &amp; Times for Compliance</i></b>
Last Day to Submit LOI	February 20, 2008 (Wednesday) 9:00 a.m.
Opening of Eligibility Documents	February 20, 2008 (Wednesday) 10:00 a.m.
Availability of TOR and Bid Documents	February 23 – 29, 2008
Pre-bid Conference	February 27, 2008 (Wednesday) 9:00 a.m.
Submission and Opening of Bids	March 10, 2008 (Monday) 10:00 a.m.

3. The BAC shall draw up the short list of consultants from those who have submitted *LOIs* and have been determined as eligible both in accordance with the provisions of Republic Act 9184 (R.A. 9184) and its Implementing Rules and Regulations Part A (IRR-A). The short list of prospective bidders shall consist of **three (3) consultants**. The criteria and rating system for short listing are:

*Each eligible consultant shall be evaluated based on the following criteria:*

<i>Experience of Consulting Firm</i>	-	50%
<i>Qualifications of Principal and Key Staff</i>	-	30%
<i>Current Workload relative to capacity</i>	-	20%

*As stated in the previous paragraph only the top three (3) consultants shall be short listed provided however that all short listed applicants obtain a score of 70% and above and no score should be lower than 50% of the specific criteria. .*

4. LOIs must be delivered by hand, through mail, or facsimile to the address below at **9:00 AM** on or before **February 20, 2008**.
5. Bidding will be conducted through open competitive bidding procedures as specified in the IRR-A of R.A. 9184, and is restricted, unless otherwise stated, to Filipino citizens or organizations with at least sixty percent (60%) interest belonging to citizens of the Philippines. In accordance with IRR-A of R.A. 9184, only bids from short listed consultants will be opened. The process for the eligibility check is described in the Eligibility Documents. In accordance with the IRR-A of R.A. 9184 the contract will only be awarded to the Highest Rated and Responsive Bidder who was determined as such during post-qualification.
6. The PROCURING ENTITY shall evaluate bids using the **Quality Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
7. Interested consultants may obtain further information from the Bids and Awards Committee Secretariat at the address given below from 8:00 am to 5:00 pm.
8. The contract shall be completed within two (2) months developmental time with an application system warranty of at least one (1) year.
9. The CHED BAC 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.

Bids and Awards Committee Secretariat,  
Mr. Nelson E. Espina  
Ground Floor, Jollibee Center, San Miguel Avenue, Ortigas Center, Pasig City  
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**(sgd) William C. Medrano**  
BAC Chairman