



**REQUEST FOR EXPRESSION OF INTEREST  
FOR THE ESTABLISHMENT, DOCUMENTATION, IMPLEMENTATION AND CERTIFICATION  
FACILITATION OF MANAGEMENT SYSTEM (IMS)**

1. The Philippine Center for Postharvest Development and Mechanization (PHilMech), through the General Appropriation Act for CY 2017, intends to apply the sum of P 830,000.00 being the Approved Budget for the Contract (ABC), to payment under the contract for the Consultancy Services for the Establishment, Documentation Implementatin and Certification Facilitation of Management System (IMS):ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The PHilMech now calls for the submission of eligibility documents for the procurement of consulting services of a local consultancy firm/company with extensive experience to provide consulting services for the **Establishment, Documentation Implementatin and Certification Facilitation of Management System (IMS):ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007.**
3. The BAC shall draw up the short list of consultants from those who have submitted eligibility documents and have been determined as eligible I accordance with the provisions of Republic Act 9184, otherwise known as the " Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The criteria and rating system for short listing are:

Technical Proposal		75%
Quality of Personnel	-	10%
Experience and Capability	-	55%
Plan of Approach/Methodology	-	10%
Financial Proposal		25%
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Total		100%

4. The procuring entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure.
5. Should you be interested, we would appreciate the receipt of a copy of your letter of intent duly supported by the following on or before 5:00pm of **June 5, 2017.**

**Envelope 1: Technical Proposal**

- a) Organizational Chart for the Project
- b) List of at least three (3) key personnel to be assigned to the Project, with their complete qualification e.g. education, related trainings etc. and IMS-related experience;
- c) List of completed and on-going similar projects with the Government the Private Sector and Foreign Institutions, indicating name of clients, contact details, date started and date of completion/certification.

**Envelope II - Financial Proposal**

- a) Bid Proposal/Quotation for the Project



Republic of the Philippines  
Department of Agriculture

**Philippine Center for Postharvest Development and Mechanization**

Science City of Muñoz, Nueva Ecija, Philippines

www.philmech.gov.ph



Proposals with incomplete submissions will be rejected outright.

In connection with this, you may please find attached copies of the following:

- *Terms of Reference;*
- *Pro-forma Contract; and,*
- *Qualification Requirements and Selection Criteria.*

Should this be of interest to you, you may please obtain further information from **MR. RONALDO S.R. REYES**, Chief, Administrative Division at telephone numbers: (044) 4560213 / 4560287 / 4560290.

Thank you very much and please inform us upon receipt :

- (a) that you received this letter of invitation; and,
- (b) whether you will submit a letter of intent and a copy of your technical proposal

Yours sincerely,

  
**RAUL R. PAZ**  
Director III and  
Concurrent Chairperson, PHilMech-Bids and Awards Committee