



REQUEST FOR EXPRESSION OF INTEREST

Provision for the Procurement of Consultancy Services on Job Levelling/Position Classification

Location of the Project: NEA Building, #57 NIA Road, Government Center, Diliman, Quezon City

- 1.) The National Electrification Administration, through its Bids and Awards Committee (BAC), invites consultants to apply for eligibility and short listing and if found eligible and shortlisted, to bid for hereunder project:

Name of Project	Provision for the Procurement of Consultancy Services on Job Levelling/Position Classification.
Brief Description	Conduct of job analysis and job evaluation for all position at NEA using GOCC's CPCS covered by Republic Act No. 10149. Develop Grouping/Classification of position with comparable job levels and ranking of positions Assignment of job grades for each position Enhancement of Job Description
Approved Budget for the Contract (ABC)	Ph3,080,000.00 (inclusive of taxes and other charges) Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
Source of Funding	2016 Corporate Operating Budget (COB)
Contract Duration	60 Calendar Days upon issuance of Notice to Proceed

- 2.) The list of minimum requirements is indicated in the Bid (Eligibility) Documents. Applications for eligibility will be evaluated using a non-discretionary "pass/fail" criteria. The short list of prospective bidders who met the minimum score and weighted average score of 60% will be entitled to submit bids in accordance with the provisions of Section 24.5.2 of Rule VIII of the IRR of Republic Act 9184 (R.A. 9184). Only those that are shortlisted will be entitled to submit bids.

The criteria for short listing are:

- A. The Applicable Experience of the Firm
- B. Education, Experience and Training of Personnel assigned to the job
- C. Current workload of the entity relative to job capacity

- 3.) The NEA shall evaluate bids using the Quality Cost Based Evaluation (QCBE) procedure. The weights allocated are eighty percent (80%) for the Technical Proposal and twenty percent (20%) for the Financial Proposal. The criteria and rating system for the evaluation of bids shall be provided in the Instruction to Bidders.

- 4.) All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

The schedule of activities is as follows:

Bidding Activities	Date
1. Advertisement/Posting	May 25, 2016-May 31, 2016
2. Prospective bidder's submission of Letters Expression of Interest and NEA issuance of Eligibility Requirements (Part I)	May 25, 2016- June 3, 2016
3. Submission of Eligibility Documents, Opening/Checking of Eligibility Documents and Short Listing	June 6, 2016 (10:00am)
4. Issuance of Bid Documents (Part II) to Shortlisted Consultants	To be announced

- 5.) The Bid Documents will be available at the BAC Secretariat, 4th Floor General Services Division, #57 NIA Road Government Center, Diliman, Quezon City for a non-refundable amount of Five Thousand Pesos (PhP5,000.00)
- 6.) The Contract shall be within Sixty (60) calendar days from the effective date indicated in the Notice to Proceed.
- 7.) The NEA 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.

SGD

ATTY. RICARDO C. ORIAS, JR.

Chairman, Bids and Awards Committee
For Local and In-House Procurement

For further information, please refer to:

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