



Republic of the Philippines

NATIONAL PRIVACY COMMISSION

## **REQUEST FOR EXPRESSION OF INTEREST FOR CASE MANAGEMENT SYSTEM**

1. The *National Privacy Commission*, through the *General Appropriations Act FY2020* intends to apply the sum of *FOUR MILLION PESOS ONLY (Php4,000,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *the development of the Case Management System*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *National Privacy Commission* now calls for the submission of eligibility documents for *the development of the Case Management System which involves not only the provision of the software development but also associated hardware and support services that are necessary to achieve the project's objective.*<sup>1</sup> Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before *January 26, 2021, 10:00AM*, at *East Banquet Hall, 5th floor, Delegation Building Philippine International Convention Center, Pasay City*. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from *the National Privacy Commission* and inspect the Bidding Documents at the address given below during *Monday to Friday, 9:00am to 4:00pm*. However, due to alternative work arrangement being adopted, please set an appointment first with the *NPC-BAC Secretariat* through the email address given below.
4. A complete set of Bidding Documents may be acquired by interested Bidders on *January 15, 2021* 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 *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.

*Due to alternative work arrangement being adopted, please set an appointment first with the NPC-BAC Secretariat through the email address given below. For the processing of payment for the Bidding Documents, please be reminded to bring the following documents:*

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<sup>1</sup> Please refer to the Terms of Reference.

- a. *Copy of the Request for Expression of Interest;*
- b. *Original or CTC of letter of intent;*
- c. *Photocopy of company ID; and*
- d. *If paying through check, it should be named to Bureau of Treasury*

The Procuring Entity shall allow the bidder to present its proof of payment for the fee *in person or through electronic means.*

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 *three (3)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

<i>Rating Factor (Hurdle Rate 70%)</i>	<i>Weight</i>
<i>A. Applicable experience of the consultant</i>	
<i>I. Overall experience of the firm</i>	<i>10%</i>
<i>II. Individual experiences of the principal and key staff</i>	<i>10%</i>
<i>III. Times when employed by other consultants</i>	<i>10%</i>
<i>B. Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking</i>	<i>50%</i>
<i>C. Current workload relative to job capacity</i>	<i>20%</i>
<i>TOTAL</i>	<i>100%</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-Cost Based Evaluation procedure at a weight ratio of 80% for the Technical Proposal and 20% for the Financial Proposal. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.*
8. The contract shall be completed *on or before September 30, 2021.*
9. The *National Privacy Commission* 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:

**ATTY. KRISHNA AIRA TANA-CAGUIA**

*Bids and Awards Committee- Secretariat, Head  
East Banquet Hall, 5th floor, Delegation Building  
Philippine International Convention Center, Pasay City  
(02) 8234-2228 local 127  
bacsecretariat@privacy.gov.ph  
[www.privacy.gov.ph](http://www.privacy.gov.ph)*

*Note: Due to the alternative work arrangement being adopted by the National Privacy Commission, please communicate through the e-mail address provided.*

*sgd*

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**ATTY. MARIA THERESITA E. PATULA**  
*BAC, Chairperson*

*January 14, 2021*