



Request for Expression of Interest (REI)

PROCUREMENT OF CONSULTANCY SERVICE FOR THE DELIVERY, INSTALLATION, CONFIGURATION, CUSTOMIZATION, TESTING AND IMPLEMENTATION OF THE IT SERVICE MANAGEMENT (ITSM) TOOL FOR THE DEVELOPMENT BANK OF THE PHILIPPINES (DBP)

Bid Reference No. C-2021-02

1. The **Development Bank of the Philippines (DBP)**, through the Corporate Budget for CY 2021 approved by the governing Board intends to apply the sum of **Twelve Million Eight Hundred Thousand Pesos & 00/100 (Php12,800,000.00)** inclusive of taxes/VAT being the Approved Budget for the Contract (ABC) to payments under the contract. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals:
2. The **Development Bank of the Philippines (DBP)** now calls for the submission of eligibility documents for above-cited bid project.
3. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before the schedule provided below:

ACTIVITIES	TIME	VENUE
1. Issuance of Bidding Documents	09:00 AM to 02:00 PM only Mondays to Fridays starting 08 January 2021 (Friday)	6/F BAC Secretariat DBP Head Office, Makati City
2. *Pre-liminary/Pre-Eligibility Conference	18 January 2021 (Monday) at 10:30 AM	4/F Training Room A DBP Head Office, Makati City
3. Submission of Expression of Interest and Eligibility Documents	25 January 2021 (Monday) "On or before" 9:00 AM	6/F BAC Secretariat DBP Head Office, Makati City
4. Opening of Expression of Interest and Eligibility Documents	25 January 2021 (Monday) at 09:30 AM	4/F Training Room A DBP Head Office, Makati City

Note: The Pre-liminary/Pre-Eligibility Conference shall be open to all interested parties while the Pre-bid Conference shall be open only to those bidders who are declared Eligible and Short Listed. In view of the ongoing COVID-19 pandemic situation, bidders may attend the Pre-bid Conference through videoconferencing via Microsoft Teams (MS Teams). Bidders who wish to attend/participate via MS Teams must coordinate with the BAC Secretariat through email at least one (1) day before the scheduled Pre-bid Conference and provide their contract information (e.g. name of representative, email address, etc.). Bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents to ensure completeness and compliance of bids. Bidders are prohibited from recording (audio, video or picture format) the proceedings of the Pre-Bid Conference.

4. Interested bidders may obtain further information from the Development Bank of the Philippines and inspect the Bidding Documents at the address given below from Mondays through Fridays from 09:00 AM to 04:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **08 January 2021** from the given address below and website(s): <https://www.dbp.ph/invitations-to-bid/> and upon payment of the applicable fee for the Bidding Documents of **Twenty-Five Thousand Pesos (Php25,000.00) pursuant to the latest Guidelines issued by the GPPB**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *via physical presentation of Official Receipt (OR) (original)*. Bidders shall also be given the printed format of the Bidding Documents provided that bidders shall pay the applicable Bidding Documents Fee at least the day before the deadline for submission of their bids. Bidders may also opt to pay electronically through our online payment facility.

*BAC Secretariat Unit-Procurement and Inventory Management
Department (PIMD), 6th Floor, Development Bank of the Philippines
(DBP)-Head Office Sen. Gil Puyat Ave., cor. Makati Ave., Makati City*

6. 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 **maximum of five (5) prospective bidders who meet the minimum qualifications and minimum total average rating of three (3) points** based on the following criteria and rating system:

	Criteria	Weight
1	Years in business/track record	25%
2	Years in business in providing IT Service Management Solution	25%
3	Number of Completed IT Service Management Solution Contracts	25%
4	Qualification of the Key Personnel of the Project: a. Project Manager b. Solution Architect c. ITIL Expert	25%
	TOTAL	100%

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.
8. 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.
9. The Procuring Entity shall evaluate bids using the Quality Based Evaluation/Selection (QBE/QBS), procedure. Highest Rated Bid (HRB) shall be based on the following criteria for Quality-Based Evaluation. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

10. The following are the criteria for the Technical Evaluation (Quality-Based):

Criteria		Weight
1	Adequacy of Technical Proposal	50%
	a. Approach and Methodology	25%
	b. Work Plan	15%
	c. Organization and Staffing	10%
2.	Experience of the Project Team	50%
	a. Experience of the Overall Project Manager to be assigned for the project	20%
	b. Experience of the Main Consultant/Solution Architect to be assigned for the project	20%
	a. Experience of the ITIL Expert to be assigned for the project	10%
	TOTAL	100%

11. Only the top three (3) highest rated bidders shall qualify for the Technical and Functional Validation (TFV) provided the bidder meets the minimum average three (3) points rating.
12. The Highest Rated Bidder (HRB) shall be declared based on the result of the Technical and Functional Validation, *provided*: the HRB meets the minimum average rating of three (3) points.
13. The contract shall be completed per milestone from the receipt of Notice to Proceed (NTP) as specified in the Terms of Reference (TOR).
14. Development Bank of the Philippines 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.
15. For further information, please contact:

DBP Bids and Awards Committee Secretariat
 6/F Procurement & Inventory Management Department
 DBP Head Office, Sen. Gil J. Puyat corner
 Makati Avenue, Makati City
 Trunkline: (+632) 818-9511 local 2610, 2606, or 2617
 Telefax: (+632) 812-5702
 Email: bac-sec@dbp.ph
Bid Reference No. C-2021-02

CAROLYN I. OLFINDO
 Senior Vice President, and
 Chairperson, DBP Bids and Awards Committee