



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
Regional Office No. 13, Caraga  
CSU Campus, Ampayon, Butuan City  
Telephone #: (085) 342-5345, 341-9551, Fax #: 342-5684

**REQUEST FOR EXPRESSION OF INTEREST FOR  
CONSULTANCY SERVICES FOR MANUFACTURING  
PRODUCTIVITY EXTENSION PROGRAM CY 2022  
(EARLY PROCUREMENT ACTIVITY)**

REI NO. 2021-11-532

1. The *Department of Science and Technology – Caraga* through the *National Expenditure Program 2022* intends to apply the sum of *Two Million Twenty-Five Thousand Pesos Only (₱ 2,025,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Manufacturing Productivity for 45 MSMEs/firms*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *Department of Science and Technology – Caraga* now calls for the submission of eligibility documents for *Manufacturing Productivity Extension Program for 45 MSMEs/firms*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before *November 25, 2021 @ 1:00 P.M.* at *DOST Caraga Regional Office, CSU Campus, Ampayon, Butuan City*. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. Also, the bidder shall have passed the accreditation requirement of DOST Caraga.

Interested consultants should have a rating of at least Very Satisfactory of all completed manufacturing productivity enhancement related to consultancy services within the last three (3) years.

Services will be focused on any of the twelve (12) industries needing intervention as follows:

1. Plant Lay-out
2. Production Planning and Control
3. Occupational Health and Safety
4. Plant Capacity Utilization
5. Work Organization and Human Resource Utilization
6. Equipment and Machinery Utilization
7. Plant and Machinery Maintenance
8. Process Operations
9. Material Management
10. Product Design and Packaging
11. Quality Assurance System
12. And among many others

Location of Consultancy are as follows:

1. 10 firms Agusan del Norte

2. 10 firms Agusan del Sur
3. 10 firms Surigao del Sur
4. 10 firms Surigao del Norte
5. 5 firms Dinagat Island

Scope of Works of Consultancy includes:

1. Conduct firm visit and submit Inception Report
2. Prepare and submit Progress Report to DOST Caraga and clients
3. Conduct one-on-one presentation and discussion of Progress Report
4. Conduct monitoring of firms' compliance to consultant's recommendation
5. Submit Industry Report to DOST Caraga

The consultant shall conduct a face-to-face Consultancy Services and will shoulder the expenses for transportation, food and hotel accommodation.

3. Interested bidders may obtain further information from the ***Department of Science and Technology – Caraga*** and inspect the Bidding Documents at the address given below during ***8:00 A.M. to 5:00 P.M.***
4. A complete set of Bidding Documents may be acquired by interested Bidders on ***November 15, 2021 to November 24, 2021*** from the address below *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Two Thousand Pesos Only (₱ 2,000.00).*

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.

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.
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/Selection (QCBE/QCBS)*** procedure. ***Bidders whose technical proposal passed the minimum rating of 75% shall have their Financial Proposal opened and evaluated.*** The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals]. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed ***six (6) months after the signing of the Notice to Proceed.***

9. The *Department of Science and Technology – Caraga* 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:

**BAC Secretariat**

DOST CARAGA, CSU CAMPUS, AMPAYON BUTUAN CITY, 8600

Tel.: 085 342-5345, Fax: 085 342-5684

Email: [bacsec.dost13@gmail.com](mailto:bacsec.dost13@gmail.com)

  
**IMELDA S. MEZO**  
[BAC Chairperson]