



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

REQUEST FOR EXPRESSION OF INTEREST FOR NPC INSTITUTIONAL STRENGTHENING, ORGANIZATION, REDESIGNING AND STAFFING

1. The *National Privacy Commission*, through the *FY 2022 General Appropriations RA 11639* intends to apply the sum of *Two Million Five Hundred Thousand Pesos (P, 2,500,00.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *NPC Institutional Strengthening, Organization, Redesigning and Staffing APP Item No. 2022-0140*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *National Privacy Commission* now calls for the submission of eligibility documents for the preparation of the *Organization Structure and Staffing Pattern (OSSP) and Workforce Analysis Plan, starting from the determination of current and future organization and workforce design, identifying gaps, analysis of costs and benefits to organization, including the implementation and communication plan*¹. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before *6 October 2022 at 8:00 AM* through electronic submission via electronic mail to **bacsecretariat@privacy.gov.ph**.

Opening of the eligibility documents will be on the same day at 11:00 AM, through videoconferencing via Microsoft Teams which shall be open to prospective bidders.

Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

3. *Prospective bidders are required to comply with the preparation of the Eligibility Documents for electronic submission as stated in Section I.B.2(a) of the NPC-BAC Guidelines on Electronic Submission and Receipt of Bids, here in attached.*

*Thus, for eligibility check and shortlisting, prospective bidders are required to submit (1) zip folder (Eligibility Documents), one (1) proof of scan for virus, and one (1) excel file with the hash values of the Zip folder via electronic mail to **bacsecretariat@privacy.gov.ph** on or before the scheduled deadline for submission of eligibility documents as provided under Section I.E of the same Guidelines.*

¹ Please refer to the Terms of Reference for further information.

4. Interested bidders may obtain further information from *National Privacy Commission* and inspect the Bidding Documents at the address given below during *Monday to Friday, 9:00 AM to 4:00 PM. Due to alternative work arrangement being adopted by the Commission, please set an appointment first with the NPC-BAC Secretariat through the email address given below.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *29 September 2022* from the given address and website(s) 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 Five Thousand Pesos (P 5,000.00)*

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.

For the processing of payment of the Bidding Documents, please be reminded to bring the following documents:

- a) Copy of the Request for Invitation to Bid / Request for Expression of Interest;*
- b) Original or Certified True Copy of Letter of Intent / Expression of Interest*
- c) Copy of company ID; and*
- d) For check payments, check should be issued to the Bureau of the Treasury*

Please send an advanced copy of the abovementioned documents to the BAC Secretariat at: bacsecretariat@privacy.gov.ph before your scheduled appointment to facilitate the preparation of payment documents.

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

Criteria for Shortlisting	Weight
1. Applicable experience of the consultant or consulting firm	
a. Overall Experience of the firm	20%
b. Individual Experiences of the principal and key staff	15%
c. Times when employed by other consultants	15%
2. Qualification of personnel to be assigned to the Project	
a. Applicable Certifications (if any)	15%
b. Related Projects worked on or handled	15%
3. Current workload relative to the capacity of the consultant or consulting firm	20%

TOTAL	100%
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- 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.

- The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation (QCBE)* 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.
- The contract shall be completed *on or before March 2023*.
- 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.
- For further information, please refer to:

*Bids and Awards Committee Secretariat
East Banquet Hall, 5th Floor Delegation Building,
Philippine International Convention Center, Pasay City
bacsecretariat@privacy.gov.ph
(02) 8234-2228 local 127
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.

- You may visit the following websites:

For downloading of Bidding Documents: www.privacy.gov.ph

28 September 2022

*Atty. Maria Theresita E. Patula
Chairperson, Bids and Awards Committee*