



Republika ng Pilipinas
Lungsod Quezon

BIDS AND AWARDS COMMITTEE ON INFRASTRUCTURE & CONSULTANCY

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709
bacinfra.procurement@quezoncity.gov.ph



April 29, 2025

REQUEST FOR EXPRESSION OF INTEREST FOR
CONSULTING SERVICES FOR THE QUEZON CITY EXCEL SCHOLARSHIP
SUB-CATEGORY APTITUDE TEST AND PSYCHOLOGICAL EXAM

1. The *Quezon City Local Government*, through the 2025 General Fund intends, to apply the sum of *Six Hundred Twenty-Five Thousand Pesos and 00/100 Only (Php 625,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *project number CONSUL-25-005*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *Quezon City Local Government* now calls for the submission of eligibility documents for *Consulting Services for the Quezon City Excel Scholarship Sub-Category Aptitude Test and Psychological Exam*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **May 08, 2025 – 9:00AM** at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**.

Eligibility Check will be on **May 08, 2025 – 10:00AM** at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, simultaneously via Zoom (virtual platform). Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

Virtual Conference (ZOOM APP)
Meeting ID: 810 3646 5257
Password: 201522

3. Interested bidders may obtain further information from *Quezon City Local Government* and inspect the Bidding Documents at the address given below from *8:00 a.m. – 5:00 p.m.*
4. A complete set of Bidding Documents may be acquired by interested Bidders on **April 30, 2025** from the Procurement Department with address given below upon submission of the following:
 - 4.1 PhilGEPS Registration Certificate (Platinum – 3 Pages)
 - 4.2 Printed Document Request List (DRL) from the Philippine Government Electronic Procurement System (PhilGEPS) website
 - 4.3 Notarized Joint Venture Agreement (if applicable)
 - 4.4 Letter of Intent

It can also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

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 shortlist shall not exceed three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listings are:

CRITERIA	RATING
Applicable experience of the consultant	40 %
Qualification of personnel	35 %
Current workload relative to capacity	25 %

- 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). The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
- 8. The contract shall be completed in accordance with the Terms of Reference.
- 9. The *Quezon City Local Government* 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. DOMINIC B. GARCIA
OIC, Procurement Department
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound
Elliptical Road, Barangay Central Diliman, Quezon City.
Tel. No. (02)8988-4242 loc. 8506/8710
Email Add: bacinfra.procurement@quezoncity.gov.ph
Website: www.quezoncity.gov.ph

By:


MS. MARIAN C. ORAYANI
Chairperson, BAC-Infrastructure and Consultancy