



SECTION I. REQUEST FOR EXPRESSION OF INTEREST

**CONSULTANCY SERVICES FOR PROGRAM TO
INSTITUTIONALIZE MERITOCRACY AND
EXCELLENCE IN HUMAN RESOURCE MANAGEMENT
(PRIME HRM)**

1. The Securities and Exchange Commission (SEC), through the authorized appropriations under the **FY 2022 Budget of SEC**, intends to apply the sum of Thirteen Million One Hundred Thousand Pesos (**Php13,100,000.00**) being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, **“Consultancy Services for Program to Institutionalize Meritocracy and Excellence in Human Resource Management – PRIME HRM (Project ID No. SEC PB No. 2022-11)”**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. SEC now calls for the submission of eligibility documents for the abovementioned Project, which main objective is to provide technical assistance to SEC on defining the current organizational capacities and competencies as well as facilitate interventions to bridge the gap between the current performance and the envisioned goals of strategic HRM by 2025.

Detailed schedule of requirements is indicated in the Terms of Reference (TOR) of the Project.

3. SEC will hold a meeting on the eligibility documents with the prospective bidders/interested consultants (i.e., Consulting Firm/Group) on **March 10, 2022 at 10:00 A.M.**

To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via video conferencing until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.

The prospective bidders are advised to first log in the BAC virtual (Zoom) waiting room and wait for further advice to join the BAC meeting room, the link of which shall be provided to the prospective bidders before the start of the meeting.

4. Bids must be duly received by the SEC BAC Secretariat through manual submission at the office address indicated below **on or before March 24, 2022, 10:00 A.M.** Late bids shall not be accepted.

Bid opening shall be on **March 24, 2022, 10:00 A.M.** at the given address below and via video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the Executive Lounge, 3/F Secretariat Bldg., PICC Complex, Roxas Boulevard, Pasay City shall likewise join the meeting via videoconferencing.

Bidders are advised to first log in the BAC virtual (Zoom) waiting room and wait for further advice to join the BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening.

5. Interested bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 4:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested bidders on **March 3, 2022** from the address below.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the SEC website.

7. 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.
8. The BAC shall draw up the short list of consultants from those who have submitted Expressions of Interest and have been determined as eligible in accordance with the provisions of RA No. 9184, otherwise known as the "Government Procurement Reform Act," and its 2016 Revised IRR. The short list shall consist a maximum of five (5) prospective bidders who will be entitled to submit bids. The BAC shall consider the short list should less than five (5) prospective bidders apply for eligibility and short listing, and actually pass the eligibility check or pass the minimum score required.
9. In accordance with Section 24 of RA No. 9184 and its 2016 Revised IRR, the criteria and rating system for short listing are:
 - i. Applicable experience of the firm (40%)
 - ii. Qualification of principal and key staff of the Firm who may be assigned to the job vis-à-vis extent and complexity of the undertaking (40%)
 - iii. Current workload (20%)
10. SEC shall evaluate bids using the Quality-Cost Based Evaluation (QCBE). The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
11. SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to awarding of the contract in accordance with Sections 35.6 and 41 of RA No. 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.

Moreover, in accordance with Section 24.7 of the 2016 Revised IRR of RA No. 9184,

notwithstanding the eligibility of a consultant and/or inclusion in the shortlist of consultants, SEC reserves the right to review the consultant's qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made, or that there has been a change in the consultant's capability to undertake the project from the time of submission of the eligibility requirements.

12. For further information, please refer to:

SEC BAC Secretariat
Procurement Division, Human Resource and Administrative Department
Securities and Exchange Commission
3rd Floor Secretariat Building, PICC Complex
Roxas Boulevard, Pasay City
Telefax No. 8818-5330
Email address: bacsecretariat@sec.gov.ph

13. You may visit the following website to download the Bidding Documents:

<https://www.sec.gov.ph>

<https://www.philgeps.gov.ph>

March 3, 2022


ARMANDO A. PAN JR.
Chairman, SEC-BAC