REQUEST FOR EXPRESSION OF INTEREST FOR THE PROCUREMENT OF PEZA HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (PEZA-HO-2026-04)

1) The Philippine Economic Zone Authority (PEZA), through the Corporate Operating Budget CY 2026, intends to apply the sum of Seventeen Million One Hundred Eighty-Seven Thousand Nine Hundred Thirty-Eight and 96/100 in Philippine Currency (PhP 17,187,938.96), being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of PEZA Human Resource Management Information System (PEZA-HO-2026-04). Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2) The Philippine Economic Zone Authority now calls for the submission of short-listing documents for *IT staff augmentation through consultancy by allowing specialized IT professionals to collaborate with PEZA's internal MIS and HR teams* using the Quality-Cost Based Evaluation. Short-listing documents of interested consultants must be duly received by the Bids and Awards Committee (BAC) Secretariat on or before **28 May 2026, 10:00 AM** at the 8th floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Ave., Pasay City. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

3) Interested bidders may obtain further information from PEZA and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM, Mondays to Fridays.

4) A complete set of Bidding Documents may be acquired by interested Bidders on **19 May 2026** from the given address 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 **Twenty-Five Thousand Pesos in Philippine Currency (Php 25,000.00).**

   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 short-listing documents, and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 12009, otherwise known as the "New Government Procurement Act", and its Implementing Rules and Regulations (IRR). **The short-list shall consist of at least three (3) to seven (7) prospective bidders**; *in case of one (1) or less than the required number apply for eligibility and short-listing, pass the eligibility check, and/or the minimum score required in the short-listing, the BAC shall consider the same* who will be entitled to submit bids manually. The criteria and rating system for short-listing are:

   Technical Proposal (60% passing rate):
   1. Provider's relevant experience 40%
   2. Qualification of the proposal personnel to be assigned 40%
   3. No. of staff to be deployed for the project 20%

The prospective bidders must pass the required minimum score of **Sixty Percent (60%)** to be shortlisted. Failure of the Consultant to meet the specified requirement would result in **zero (0) rating** for the specific criterion.

6) Bidding will be conducted through competitive selection using non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of RA No. 12009.

i) 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 bidders must submit the latest General Information Sheet (GIS) filed with the Securities and Exchange Commission (SEC).

7) The Philippine Economic Zone Authority shall evaluate bids to determine the Highest Rated Bid using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. 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) Short-Listing Documents must be received by the Procuring Entity's BAC at the address indicated in the Request for Expression of Interest or through online submission on or before the date and time indicated in the **SDS.**

9) The contract shall be completed within completed within twelve (12) months upon issuance of the Notice to Proceed.

10) All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.

11) The certification as to the current workload relative to capacity shall be made in accordance with the Instructions to Bidders in relation to TPF 5 therein.

12) The Philippine Economic Zone Authority 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 70 of RA No. 12009 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

13) For further information, please refer to:

ROWENA T. NAGUIT
Philippine Economic Zone Authority
Bids and Awards Committee (BAC) Secretariat
8th Floor, Double Dragon Center West Bldg., DD Meridian Park, Macapagal Avenue, Pasay City
Email: bacsec@peza.gov.ph Tel. No. 8551-3451 local 338 **www.peza.gov.ph**

ROWENA T. NAGUIT
Chairperson, Bids and Awards Committee