



## REQUEST FOR EXPRESSION OF INTEREST

FOR

**ONE LOT CONSULTING SERVICES FOR THE PREPARATION OF THE  
CONCEPTUAL MASTER PLAN FOR THE FUTURE UPDATES AND UPGRADES OF  
THE EXISTING DAP CONFERENCE CENTER AND 4-STOREY DORMITORY  
LOCATED IN THE 4.08 HECTARES DAPCC TAGAYTAY COMPOUND**

**IB25-420125-07 | ABC: PHP13,400,000.00**

- 1) The Development Academy of the Philippines (DAP), through the Prior Year's Subsidy (APY as per Special Provisions of GAA 2025) intends to apply the sum of **THIRTEEN MILLION FOUR HUNDRED THOUSAND PESOS (₱ 13,400,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **"One Lot Consulting Services for the Preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP Conference Center and 4-Storey Dormitory located in the 4.08 Hectares DAPCC Tagaytay Compound"** per **IB25-420125-07**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
- 2) The DAP now calls for Expressions of Interest by submitting a Letter of Intent to participate in the eligibility and short-listing process. A submission of short-listing documents for Consulting Services for the Preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP Conference Center and 4-Storey Dormitory located in the 4.08 Hectares DAPCC Tagaytay Compound using competitive public bidding.

Short-Listing Documents of interested consultants must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission on or before 12 November 2025 (Wednesday) at 10:00AM at the DAP Bldg., San Miguel Avenue, Pasig City. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

The opening of Short-Listing Documents shall be on 12 November 2025 (Wednesday) at 10:00AM at the DAP Bldg., San Miguel Avenue, Pasig City. It will be opened in the presence of the bidders' authorized representatives who choose to attend the activity.

- 3) Interested bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the DAP Bldg., San Miguel Avenue, Pasig City from Monday to Friday, 9:00AM to 4:30PM.
- 4) Bidders who submitted their Letter of Intent to participate in the eligibility and short-listing process will be provided by the BAC Secretariat with electronic-copies of the complete set of the **Official Bidding Documents (OBD)**, including the prescribed Forms free of charge. It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the DAP.

Provided that those Bidders determined to be eligible and short-listed, and decided to participate, shall pay the applicable fee for the OBD, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty-Five Thousand Pesos (₱25,000.00)** on or before the date and time of the submission of bids set by the DAP.

- 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 ***not more than five (5) prospective bidders who passed the minimum passing score of 60 points*** will be entitled to submit bids.

The **criteria and rating system for short-listing** shall be based on the consultant’s demonstrated experience, professional qualifications, and capacity to undertake the project as follows:

- a. Applicable **EXPERIENCE (40 pts)** refers to the Bidder’s / Consultant Firm’s years of existence in business and registration status; lists of all master planning or similar projects in the last ten (10) years to include project owner, amount, scope and size (in terms of square meters); lists of all other projects completed over the last ten (10) years to include project owner, amount, scope and size (in terms of square meters) including project folio of all similar completed and all other completed projects; project testimonials and awards;
- b. **QUALIFICATIONS (50 pts)** of the Bidder/Consultant Firm who will be committed for the Project: Info/Data will be culled from submitted Consultant Firm Qualification Statement – to include name of principal(s) with respective CVs, with at least (1) or more of the principal(s)’ expertise is master planning (years of experience, background, preferably ASEAN/ Asian Architects and Engineers, with applicable professional accreditation, etc.); key personnel with respective CVs to include applicable licenses and membership in PRC-Accredited Professional Organizations, etc.; total number of staff and total number of registered Architects and other professionals; honors and awards of the firm; and professional and civic affiliations;
- c. Current Workload relative to **CAPACITY (10 pts)**: the assessed workload of the Bidder / Consultant Firm considering current workload to include value and size (in terms of square meters); status (% completion) of the current/on-going and master planning and similar projects for the current fiscal year being handled by the Bidder / Consultant.

The Method of Determining the Final Score for Short-listing Purposes: To determine a Bidder’s score, the BAC will be guided using this table:

| Adjectival Rating | Range of Scores That Can Be Assigned |                |          |
|-------------------|--------------------------------------|----------------|----------|
|                   | EXPERIENCE                           | QUALIFICATIONS | CAPACITY |
| PASS              | 24-40                                | 30– 50         | 6-10     |
| FAIL              | below 24                             | below 30       | below 6  |

- 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.

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 to determine the Highest Rated Bid using the Quality-Cost Based Evaluation (QCBE) procedure. The technical proposal shall carry seventy percent (70%) and financial proposal thirty percent (30%) weight in the bid evaluation. In the event of a tie in the top overall rating, the bidder with the lowest quoted financial proposal among the tied bidders shall be declared as the highest rated bid. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
- 8) The contract shall be completed within Eight (8) Months.
- 9) All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
- 10) The DAP 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.
- 11) For further information, please refer to:

**RODEL D. CASTILLO**

Officer-in-Charge, BAC Secretariat Division  
Development Academy of the Philippines

*Address* : Ground Floor, DAP Bldg., San Miguel Ave., Pasig City

*Telephone* : (632) 8631-0921 loc. 133

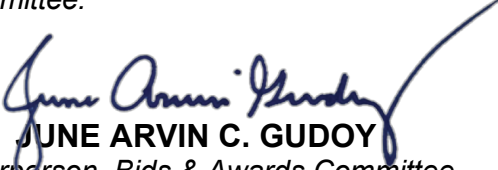
*BAC Secretariat email* : [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph)

*Website address* : <https://www.dap.edu.ph>

You may visit the website <https://www.dap.edu.ph/invitation-to-bid> to download the OBD.

Issued this 4<sup>th</sup> day of November 2025.

*For the DAP Bids and Awards Committee:*

  
**JUNE ARVIN C. GUDOY**  
*Chairperson, Bids & Awards Committee*

\*\*\*Nothing Follows\*\*\*