

Republic of the  
Philippines Province of  
Pampanga **CITY OF**  
**SAN FERNANDO**  
**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

**REQUEST FOR EXPRESSION OF INTEREST**

**Consultancy Services for the Updating of the Local Shelter Plan in the City of San Fernando, Pampanga**

1. The City Government of San Fernando, Pampanga, through the **General Fund 2025** intends to apply the sum of **FIVE HUNDRED THOUSAND PESOS ONLY (P500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Consultancy Services for the Updating of the Local Shelter Plan in the City of San Fernando, Pampanga**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The City Government of San Fernando, Pampanga now calls for the submission of eligibility documents for **Consultancy Services for the Updating of the Local Shelter Plan in the City of San Fernando, Pampanga**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **12 nn of OCTOBER 09, 2025 (THURSDAY) at Levi Panlilio, Conference Room, City Hall, Sto. Rosario, City of San Fernando, Pampanga**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from City Government of San Fernando, Pampanga and inspect the Bidding Documents at the address given below during **8:00 a.m. to 7:00 p.m.**
4. A complete set of Bidding Documents may be acquired by the shortlisted Bidder on **OCTOBER 13, 2025 (MONDAY) until 1:00 p.m. of OCTOBER 28, 2025 (TUESDAY) except FRIDAYS (due to the Implementation of the Four-Day Compressed Workweek Office-Based Transactions) at CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga** and upon payment of a non-refundable fee for the bidding documents in the amount **FIVE HUNDRED PESOS ONLY (P500.00)**.
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 criteria and rating system for short listing are:

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Minimum Required Score</b>
Competence	<b>20%</b>	<b>15%</b>
Experience	<b>20%</b>	<b>15%</b>
Reputation and credibility	<b>40%</b>	<b>30%</b>
Technical capacity and proficiency	<b>20%</b>	<b>20%</b>
<b>Total</b>	<b>100%</b>	<b>80%</b>

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 (QCBE)**, procedure. The allocated weights for the **Technical Proposal is sixty percent (60%)** and for **Financial Proposal is forty percent (40%)**. 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 a **period of 2 months**.
9. The City Government of San Fernando, Pampanga 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:

**JEFFREY D. LOZANO**  
Head, BAC Secretariat  
[alcz.pmd.cgso@gmail.com](mailto:alcz.pmd.cgso@gmail.com)

Approved by:

**ENGR. MICHAEL N. QUIZON, JR.**  
BAC Chairperson