



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
**フィリピン 共和国 大使館**  
**TOKYO, JAPAN**

**Request for Expression of Interest for the Seismic Structural Analysis of  
the Official Residence of the Philippine Ambassador to Japan**

**REI No. 2023-04-0001**

1. The Philippine Embassy in Tokyo through Post's FY 2023 Congressional Initiative under Capital Outlay intends to apply the sum of Eighteen Million Japanese Yen (JPY18,000,000) being the Approved Budget for the Contract (ABC) to payments under the contract for the **Seismic Structural Analysis of the Official Residence of the Ambassador at 1-1-1 Fujimi, Chiyoda-ku, Tokyo**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Philippine Embassy in Tokyo now calls for the submission of eligibility documents for seismic structural analysis of the Official Residence which will cover the following works: 1) Field observation/survey report; 2) Assessment report and calculations; and 3) Final structural study and analysis report to include cost estimation and retrofit/repair concept drawings. Documents of interested consultants must be duly received by the BAC Secretariat on or before **2 May 2023 at 11:00 a.m.** directly or by email to the Philippine Embassy in Tokyo through:

**MR. ANWAR M. ITO**

Head, Bids and Awards Committee (BAC) Secretariat  
Philippine Embassy, Tokyo, Japan  
5-15-5 Roppongi, Minato-ku, Tokyo, Japan  
Email: [admin.section@philembassy.net](mailto:admin.section@philembassy.net)

3. Interested bidders may obtain further information from the Philippine Embassy at the address given above from 9:00 am to 6:00pm.
4. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including their 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 short list shall consist of at least two (2) prospective bidders who will be entitled to submit bids.

Please refer below for the criteria and rating system for shortlisting.

No.	Criteria (Required documents for submission in matrix forms)	Rating System	Weight
1	Years in Business (Submission of SEC Registration or its equivalent registration at the host country)	4 pts - More than 8 years 3 pts - More than 6 years to 8 years 2 pts - More than 4 years to 6 years 1 pt - 3 years to 4 years	20%
2	Years in business in providing seismic structural analysis (Copy of the oldest contract)	4 pts - More than 8 years 3 pts - More than 6 years to 8 years 2 pts - More than 4 years to 6 years 1 pt - 2 years to 4 years	25%
3	Statement of completed contracts on similar projects in the last five years	4 pts - 4 or more completed similar contracts 3 pts - 3 completed similar projects 2 pts - 2 completed similar projects 1 pt - 1 completed similar projects  <i>The statement should contain the following:</i> -Name and location of the contract/project -Date of the contract -Type of consulting service - Contract duration	35%
4	Contract value of the Single Largest Completed Contract (SLCC) on Similar Projects.  <i>Submitted SLCC. The following must be submitted as basis for the rating:</i> a. Copy of Certificate of Performance evaluation Performance Evaluation showing a rating for at least Satisfactory issued by bidder's client for above contracts b. Copy of Contract showing the terms and conditions and scope of works c. Copy of End user's Acceptance OR Copy of Official Receipts	4 pts - P7.1M and above 3 pts - P5.1M to P7.0M 2 pts - P4.0M to P5.0M 1pt - P3.9M to P4.0M  <b>Note:</b> Not eligible if a. contract is not similar in nature; and b. none attachment / submission of required attachments/ documents	20%
Criteria Minimum Passing Rate: 75%			100%
<b>Total Rating</b>			

5. Bidding will be conducted through GPPB Resolution No. 28-2017 where procurement of any goods, services, infrastructure or consultancy project, regardless of amount, can be conducted by sending out three (3) requests for quotations (RFQ) to at least three suppliers, contractors or consultants of known qualifications, and receipt of one (1) quotation would be sufficient to recommend award of the project.

6. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.
7. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)* procedure. The 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. The contract shall be completed within five (5) months.
9. The Embassy 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:

**MR. ANWAR M. ITO**

Head, Bids and Awards Committee (BAC) Secretariat  
Philippine Embassy, Tokyo, Japan  
5-15-5 Roppongi, Minato-ku, Tokyo, Japan  
Email: [admin.section@philembassy.net](mailto:admin.section@philembassy.net)

**MS. HAZEL JOY P. PANONG-CALABOCAL**

Member, Bids and Awards Committee (BAC) Secretariat  
Philippine Embassy, Tokyo, Japan  
5-15-5 Roppongi, Minato-ku, Tokyo, Japan  
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4 April 2023



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**ROBESPIERRE L. BOLIVAR**

Deputy Chief of Mission  
Chairperson, Bids and Awards Committee (BAC)