



Office of the Regional Executive Director  
Regional Field Office - 10  
Antonio Luna Street, Cagayan de Oro City  
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**REQUEST FOR EXPRESSION OF INTEREST**  
**HIRING OF CONSULTANCY SERVICES (INDIVIDUAL CONSULTANT)**  
**SOLICITATION NO. 2019-073/ILO**

1. The Government of the Philippines (GOP) has received a loan from the *International Bank for Reconstruction and Development – World Bank (IBRD-WB)* toward the cost of *Philippine Rural Development Project (PRDP)*, and it intends to apply part of the proceeds of this loan to payments for the cost of *Hiring of Consultancy Services (Individual Consultant)*.
2. The *Department of Agriculture – Regional Field Office 10 (DA-RFO 10)* hereinafter referred to as the “End-User” now requests interested applicants to submit Expression of Interest for the HIRING OF INDIVIDUAL CONSULTANT, namely:

Item No.	Position	No. of staff required	Monthly Salary
1	Administrative Assistant	1	24,000.00
<b>Duration: April – June 2019</b>			

3. A set of Terms of Reference (TOR) is provided as attachment.
4. Interested applicants must submit the following placed in an envelope:
  - a. Letter of Intent/Application Letter address to:  
**CARLENE C. COLLADO, CPA**  
OIC, Regional Executive Director  
Department of Agriculture RFO 10  
Antonio Luna St., Cagayan de Oro City  

Attention: **BAC Chair**
  - b. Transcript of Records
  - c. Curriculum Vitae (CV) with 2x2 ID picture and other credentials to support the CV (Diploma, Certificate of Trainings, Citations, etc.)

Expressions of Interest must be duly received by the BAC Secretariat not later than **12:30pm** on **March 28, 2019**, at the **Bids and Awards Committee Office, Department of Agriculture Regional Field Office 10, Antonio Luna St., Cagayan de Oro City**.

5. The applicant shall be evaluated on the following criteria:

**Administrative Assistant:**

<i>Educational Attainment</i>	20%
<i>Experience</i>	30%
<i>Training/ Qualification in the field of assignment</i>	50%

6. A shortlisted applicant shall obtain a Curriculum Vitae rating of 75% and shall be notified for examination and interview schedule at DA-RFO 10.
7. Summary of evaluation of shortlisted applicants shall be on the following criteria:

<i>Curriculum Vitae</i>	-	60%
<i>Interview</i>	-	25%
<i>Written Examination</i>	-	15%
8. Bidding procedures will be conducted in accordance with the provisions of the World Bank Guidelines and taking into consideration the related provisions in the Project Loan Agreement and Guidelines in the Procurement under the IBRD loans and IDA credits. The individual applicants will be selected in accordance with the procedure set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers, May 2011.
9. The Procuring Entity shall evaluate bids using the *Selection of Individual Consultants (SIC) Method*.
10. The contract shall be for the period *(April-June 2019)*.
11. The *DA-RFO 10* reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**Department of Agriculture - Regional Field Office 10**

**APPLE CARYL C. NOVO**

Head, BAC Secretariat – Infrastructure and Services  
Department of Agriculture-Regional Field Office 10  
Antonio Luna St., Cagayan de Oro City  
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**MA. TERESA B. ROA, DVM**

Chair, Bids and Awards Committee-A.3