



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**Invitation for Negotiated Procurement**


**CHANGE MANAGEMENT CONSULTING SERVICES**

1. In view of two (2) failed public biddings, the Department of Budget and Management (DBM)-Bids and Awards Committee (BAC) invites interested consultants to participate in the negotiation for the Project, "Change Management Consulting Services," in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act." The Approved Budget for the Contract is *Sixteen Million Three Hundred Thousand Pesos (P16,300,000.00)*.

The consultant shall act as the Ambassador-at-large for the Budget and Treasury Management System (BTMS) in order to ensure its successful implementation, roll-out, sustainability and irreversibility, in the perspective of promoting, enabling and embracing change in the Government, with special attention to the necessary organizational arrangements, and impact on human resources and on legal, policy and regulatory frameworks. Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project (see Annex A).

2. The DBM will hold a meeting with the interested consultants on July 25, 2017, 9:00 a.m., at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila, which shall be open to all interested parties.
3. The following Eligibility Documents, Technical Proposal, and Best and Final Offer stated in the checklist shall be submitted in one (1) original and two (2) duplicate copies on or before August 1, 2017, 10:00 a.m., at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila.
4. Within five (5) calendar days from notice, the interested consultant whose submission is determined as the Highest Rated Bid shall submit its 2016 Income Tax Return and its December 2016 to May 2017 VAT Returns (Forms 2550M and 2550Q) or Percentage Tax Return (Form 2551M), with proofs of payment filed and paid through the Electronic Filing and Payment System.
5. The opening of the best and final offer will be on August 1, 2017, 10:00 a.m., at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila. Only interested consultants who paid the fee in the amount of Twenty Five Thousand Pesos (P25,000.00) shall have their best and final offers opened. Best and final offers received in excess of the ABC shall be automatically rejected.

6. For further information, you may call the DBM-BAC Secretariat at 657-3300 local 3115 from 9:00 a.m. to 4:00 p.m.
7. The DBM reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected firms.

  
**ATTY. AGNES JOYCE G. BAILEN**  
*Undersecretary*  
*Chairperson, DBM-BAC*

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**CHECKLIST OF ELIGIBILITY DOCUMENTS, TECHNICAL PROPOSAL, AND  
BEST AND FINAL OFFER**

I. Class "A" Documents –

Legal Documents

1. PhilGEPS Certificate of Registration (Platinum Membership with Annex A)

Technical Documents

2. Omnibus Sworn Statement accompanied by the company's Secretary's Certificate or Special Power of Attorney (Use Annex B)
3. Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex C)
4. Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts)
5. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex D)
6. Statement of the Consultant's Nationality (Use Annex E)

Financial Document

7. Consultant's Audited Financial Statements (AFS), showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

II. Class "B" Document –

Legal Documents

8. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

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### III. Technical Proposal

- 9. TPF 1. Technical proposal Submission Form
- 10. TPF 2. Consultant's References
- 11. TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services and Facilities to be provided by the Procuring Entity
- 12. TPF 4. Description of the Methodology and Work Plan for performing the Project
- 13. TPF 5. Team Composition and Task Projects
- 14. TPF 6. Curriculum Vitae for Proposed Professional Staff
- 15. TPF 7. Time Schedule for Professional Staff
- 16. TPF 8. Activity (Work) Schedule
- 17. Bid Security

#### Financial Proposal Consisting of the Following:

- 18. FPF 1. Financial Proposal Submission Form
- 19. FPF 2. Summary Costs
- 20. FPF 3. Breakdown of Price per Activity
- 21. FPF 4. Breakdown of Remuneration per Activity
- 22. FPF 5. Reimbursable per Activity
- 23. FPF 6. Miscellaneous Expenses

## TERMS OF REFERENCE

### Change Management Consulting Services for the Implementation of the Budget and Treasury Management System

#### INTRODUCTION

Implementation of a major integrated financial management system has been central to Public Financial Management (PFM) reforms since their genesis. The Government Integrated Financial Management Information System (GIFMIS) was defined as the technology centerpiece of the reforms in the establishment of the PFM Committee under Executive Order 55. The project aimed at phasing out the many disjointed financial management systems and processes through implementation of a common system that would simplify reporting.

In 2012-2013, a comprehensive conceptual design, together with functional and technical specifications, was developed for an integrated financial management information system covering fiscal planning, budget preparation, budget execution, and financial reporting. The government-wide project was tendered in 2013, but failed; a successful re-tendering in 2014 did not result in contract award. This was due to concerns of scalability, feasibility, costs, and benefits to the government considering its wide application. The project was recalibrated, and the BTMS was proposed. This scaled-down system will cover the DBM and the Bureau of Treasury (BTr) systems and functions for budget execution and accountability.

The implementation of the PFM Reforms for 2011-2015 has yielded many results that shifted the Government's PFM reform program trajectory to a higher level in terms of fiscal discipline and allocative and technical efficiency as well as transparency and citizen empowerment. However, there are examples of reform implementation delays that have adversely affected the operations of the national government agencies such as delay of the Unified Accounts Code Structure (UACS) rollout by one year with regard to accounting and reporting, and a UACS-compliant Electronic New Accounting System (e-NGAS) not being prepared on time. Also, no change management strategy has been developed as part of the PFM reform process, which would have been beneficial to ensure that the reform message was effectively communicated, understood, and implemented throughout the Government, especially regarding capacity building in national government agencies.

#### I. BACKGROUND

##### A. BUDGET AND TREASURY MANAGEMENT SYSTEM (BTMS) and CHANGE MANAGEMENT

The Government of the Philippines (GOP) has been actively pursuing various initiatives towards establishing a strong Public Financial Management (PFM) system in the country. In order to address the complexities and challenges in the PFM environment in the country, GOP launched a comprehensive PFM reform program in February 2011.

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Reengineering and modernization of businesses processes across PFM lifecycle is at the core of GOP PFM reform agenda. The Government is aiming towards phasing out disintegrated processes and systems through implementation of a common and an Integrated Financial Management Information System (i.e. GIFMIS). The government realizes that implementation of a nationwide financial management system is a long term program and is expected to take few years for system implementation and stabilization. Considering this, GOP is adopting a phased and incremental approach towards the GIFMIS implementation.

The BTMS is the first step in this process. BTMS is a common and integrated budget and treasury management information system that will replace the existing disintegrated budget management, treasury and cash management, accounting and reporting systems used by DBM and BTr for budget execution and accountability. It provides a sustainable government resource planning solution that is extensible and flexible, thereby supporting a range of public financial requirements, and adaptable to reform and modernization.

The BTMS will be piloted by the DBM and BTr as spending agencies, with the vision to provide DBM and BTr with a Core Treasury System to support the Budget Execution and Budget Accountability phases of the Budget Cycle. The project will then be rolled-out to high-value transaction agencies, specifically the Department of Public Works and Highways (DPWH), the Department of Education (DepEd), and the Department of Social Welfare and Development (DSWD), after the successful implementation with pilot agencies. Additional enhancements and extended features will be adapted in phases to support additional functional processes and interfaces with external systems, as originally planned for GIFMIS.

Considering the scope and complexity of the impact of the implementation of BTMS and the inherent risks and challenges involved in such an undertaking, there is a need for a comprehensive change management program to promote understanding and acceptance of BTMS by all stakeholders.

This change management program will consist of: (i) training programs to assist new BTMS users and DBM's systems support staff; (ii) a communications initiative to keep staff apprised of BTMS developments and plans; (iii) a centralized service desk to collect BTMS-related questions, disseminate responses to frequently asked questions (FAQs), and provide other assistance to DBM staff.

## **B. DBM TRAINING RESOURCES**

At the DBM Central Office, training support is provided through the Human Resource Development Division (HRDD). The HRDD conducts DBM's internal training sessions; they also coordinate training provided by the DBM's suppliers. The assistance provided by the DBM through HRDD to its supplier-provided training sessions are largely limited to identification of participants, scheduling, and other logistical concerns such as secretariat support.

As of writing, neither the Central Office nor any of the Regional Offices have dedicated training facilities. Training Sessions in the Central Office are held either at

the DBM Executive Lounge, DBM Library, or the DBM Multi-Purpose Hall. Since there are no rooms as big as the above-mentioned in the regional offices, participants from the Regional Offices would typically travel to the Central Office to attend training. When appropriate, the training sessions are brought to the regions, using conference rooms temporarily used as classrooms. Another option is for DBM to undergo the process of procurement a rental venue. There is also limited computer equipment for training.

For BTMS training, trainings will be conducted at the trainee-Agency's training venues, or in other venues as dictated by the trainee-Agency, or as suggested by the BTMS Project Management Office or the Consultant.

## **II. BTMS OBJECTIVES**

The purpose of this procurement is to engage the services of a Change Management Consultant ("Consultant") to, in conjunction with DBM, prepare and execute a Change Management Plan that will gain and maintain the buy-in of all BTMS stakeholders, leading to the smooth and successful implementation of BTMS.

The Change Management Team shall act as the Ambassador-at-large for BTMS in order to ensure its successful implementation, roll-out, sustainability and irreversibility, in the perspective of promoting, enabling and embracing change in the Government, with special attention to the necessary organizational arrangements, impact on human resources, and impact on legal, policy and regulatory frameworks. The Change Management Consultant shall be the face of BTMS and will act in multiple roles according to the stage of the BTMS project and respective demands, playing the roles of ambassador, evangelist, sponsor, facilitator, lobbyist, and rainmaker.

The Consultant will work with BTMS-Project Management Office (PMO) and other concerned units in helping DBM achieve the following objectives:

1. Address the concerns of BTMS stakeholders (i.e. users) with regards to their resistances and anxieties on the use of the new BTMS system.
2. Facilitate the smooth organizational transition of the DBM to new technologies, IT systems, work methods, and the use of workflow-driven information systems.
3. Provide training related services such as training design and development as well as training coordination, monitoring and evaluation.
4. Provide soft skills training such as Effective Presentation Skills, Customer Service, etc. to the stakeholders based on their training needs.
5. Monitor progress of end user training for BTMS.

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### **III. ROLE OF BTMS CONTRACTOR**

The BTMS Contractor plays a critical role in providing first level training on BTMS. Specifically, the BTMS Contractor is tasked to provide training to the following:

- a. Master Trainers from each agency
- b. Application Administrators from each agency
- c. Service Desk Staff from each agency

The BTMS Contractor shall provide the Change Management Consultant with a concise but comprehensive briefer to familiarize them with the BTMS.

The BTMS Contractor shall also provide the following:

- a. Instructor Guides
- b. Presentation Slides
- c. End User Guides
- d. System Administrator Guides

### **IV. DURATION**

The services of the Consultant shall be engaged for a period of twelve (12) months.

### **V. APPROVED BUDGET FOR THE CONTRACT**

The maximum possible contract price for the services for the first twelve-month period is PESOS: SIXTEEN MILLION AND THREE HUNDRED THOUSAND ONLY (₱ 16,300,000.00). A bid in excess of this amount shall automatically be rejected at the opening of the financial proposal.

This amount shall be inclusive of twelve percent (12%) Value Added Tax (VAT) and other taxes imposed by the government. This amount shall be billed by the Consultant upon the submission of each deliverable according to the schedule specified by in Section VII. DELIVERABLES AND PAYMENT SCHEDULE.

Expenses and tools of the trade and other similar items necessary to enable the Consultant to carry out its commitments in accordance to this Terms of Reference shall be for the account of the Consultant.

### **VI. SCOPE OF SERVICES AND DELIVERABLES**

The Consultant is expected to design and provide professional services to develop and implement the BTMS Change Management Plan taking into account:

1. Agency's Organizational Culture

This should include the organization values, visions, norms, working language, and written and unwritten rules that have been developed over time. This also includes the defined priorities and strategies of an agency.

Work ethics of employees must also be taken into account. Examples of these are willingness (or unwillingness) to extend work beyond regular office hours, and employee preferences as regards travelling for work.

2. Geographical distribution of the Agency's offices and personnel.
3. Internal stakeholder roles and needs.
4. Schedules and activities of an Agency, BTMS-PMO and BTMS Contractor and other consultants.

The Consultant shall design a vision and strategy for the rollout, adoption, sustainability, and irreversibility of BTMS.

The Consultant shall prepare and implement a succession plan to ensure key Government personnel will be ready to take over full responsibility for BTMS beyond the end of this assignment.

The Consultant shall deliver the following services in support of BTMS activities as part of an overall Change Management activity:

1. Communication

Crafting of internal messages and delivering these messages throughout the agencies' organization and to other BTMS stakeholders, as well as disseminating of messages and articles on the BTMS suited to buy-in support not only from the immediate stakeholders, but from civil society organizations, especially the media, and the public, as well.

2. Training Planning

Conduct of training needs analysis, developed learning hierarchies and curricula; and other tools to provide a detailed training road map for the following trainee groups:

- a. Agency's Management (Head of Agency to Director Level)
- b. Master Trainers
- c. Application Administrators
- d. Service Desk Staff
- e. BTMS End Users

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### 3. Training Facilitation and Evaluation

Coordinate, monitor and evaluate the training programs conducted by the BTMS Contractor.

Coordinate, conduct and provide assessment tools for non-IT based or soft trainings such as Effective Presentation Skills (for the Master Trainers), Customer Service (for the Service Desk Staff).

### 4. Training Materials Design and Development

Design and develop the participant guides, memory joggers, FAQs, Escalation Process Guides and other training materials that will be used for all the trainings.

### 5. Training Provision

Conduct of non-IT based or soft trainings and other training programs identified and approved by BTMS-PMO or the Agency as necessary training programs.

### 6. Service Desk Support

Mentor and coach the Support Desk Staff from the participating agencies to enable them to provide first level assistance to basic inquiries, e.g.:

- Basic functional and technical queries on BTMS

Using FAQs and Process Guides, the Support Desk Staff should be able to provide answers to basic queries on the use of BTMS such as logging in and out of the system and other basic system transactions, and to guide the users to the right personnel based on the approved escalation protocols

The comprehensive Change Management Plan will consist of: (i) the Communications Plan and (ii) the Training and Evaluation Plan. The Consultant shall implement these plans throughout the duration of the contract.

#### Task 1: Preparation Inception Report

The Consultant will prepare and deliver to DBM an Inception Report, which shall contain the results framework and detailed work plan of activities for the implementation of the respective elements of the Change Management Plan.

The Inception Report will include:

1. Key assumptions and potential risks, success indicators and means of verification.

2. Measures to mitigate and address potential risks to the successful implementation of the change management initiatives.
3. Identification of stakeholders and a matrix showing the planned activities for each group of stakeholders. This will be conducted with the assistance of BTMS-PMO and the participating agency. The stakeholders to be covered include, but are not limited, to the following:
  - Agency's Management (Head of Agency to Director Level);
  - The Information Systems Group and the Operations Group of DBM;
  - Human Resource Management Group and other offices providing or arranging training in the NGA;
  - BTMS end-users.
4. Proposed activities for data gathering, facilitation and collaboration (such as surveys and focus group discussions) in order to evaluate the effectiveness of the change management activities being conducted.

**Deliverable: Inception Report**

**Task 2: Design of a Communications Plan**

The main focus of this task will be preparing and disseminating information regarding the timing and impact of BTMS activities in order to minimize resistance to the implementation of BTMS.

The Consultant must conduct an analysis of the stakeholders identified in the Inception Report. This stakeholder analysis should cover, but is not limited to, personnel readiness, expectation, future plans (such as other reform projects, IT projects, technology plans and organizational changes such as the Rationalization Plan), perceptions of change, etc. The Consultant shall identify internal issues and perceptions affecting the implementation of BTMS through the use of appropriate methods such as by conducting internal surveys and focus group discussions. The Consultant shall gauge employee attitudes and knowledge regarding change, in general, and BTMS, in particular. The Consultant shall use this analysis to inform the design of the Communications Plan.

The Communications Plan will provide details regarding resources (including those required from the Agency), milestones, timelines, and other details covering activities to:

1. Publicize within the pilot and rollout agencies and to other external stakeholders, BTMS activities, including those led by the BTMS Contractor and other consultants (e.g., Independent Assurer), PFM, as well as the Consultant's own activities.
2. Address issues coming out of the stakeholder analysis and data gathering that might impact the implementation and acceptance of BTMS.

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3. Set appropriate expectations, correct misperceptions, and facilitate a smooth introduction and transition to BTMS. This may be done by utilizing a variety of communications tools, such as the Agency's existing internal publications; posting of FAQs on the Agency's internal website or technical library; publication of BTMS-specific posters, flyers, newsletters; and other means as may be appropriate to convey these messages.
4. Construct the plan for the Service Desk and how to manage its execution. The Service Desk Plan shall provide details on the handling of incoming service requests, use of outgoing campaigns to manage upcoming activities or as a means of broadcasting specific messages, and the Service Level Agreements (SLAs) for the different types of service requests. The Consultant shall also provide a service/request/ticketing system to be used by the contractor throughout the duration of their contract.
5. Elicit and report feedback on the response to, and acceptance of, the different components of the BTMS sub-activity (e.g., training provided by BTMS Contractor), and other reform activities. This should take into consideration the staggered timing of, and locations involved for, each of the different activities. The Consultant must use the feedback they gather to adjust their design of, and approach to, the implementation of the change management and training activities as they become necessary.
6. Include measures for the evaluation of the success of the Change Management activity.

**Deliverable: Communications Plan**

**Task 3: Implementation of the Communications Plan**

The Consultant shall implement the approved Communications Plan. The Consultant shall work closely with DBM's Budget Information and Training Service (BITS) and the Media Group in the Office of the Secretary (OSEC) to execute the Communications Plan.

**Deliverable: Monthly Progress Reports**

**Task 4: Design and Development of the Training Plan**

The Consultant shall design and develop the training plan for BTMS. This task shall include the conduct of a training needs analysis (TNA), development of curricula, identification and development of training tools, development of evaluation mechanisms for end-user readiness and the effectiveness of the training program, as well as training delivery and related logistics. Additional details follow:

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#### ***Sub-task 4a. Conduct of Training Needs Analysis***

The Consultant shall conduct a TNA for each of the following groups:

##### **1. Master Trainers**

The Agency shall identify officers to undergo Masters Training with the BTMS Contractor. Selection of the Master Trainers shall be done based on their functions (i.e. Registration, Filing, Payment, Audit) and their geographical location (based on their assigned ROs).

The Consultant shall conduct a TNA for Master Trainers that will assess their level of knowledge of their assigned functional area, as well as their presentation and training delivery skills.

##### **2. End Users**

Majority of the end users to be trained for BTMS are already users of the different e-Budget systems, hence a sufficient level of comfort in the use of computers and transactional information systems is expected for majority of the trainees. However, the complex nature of BTMS and organizational changes in an Agency due to the Rationalization Plan may introduce the expansion of the end-user base to include government employees who had previously no access to the different e-Budget systems.

The Consultant shall conduct a TNA for end-users that shall assess their capacity for use of automated transactional systems as opposed to manual systems.

##### **3. Application Administrators**

The Agency shall identify officers and staff who shall undergo training by the BTMS Contractor to become Application Administrators. Application Administrators shall be responsible for dealing with end users who are facing technical or process problems/queries with BTMS.

The Consultant shall conduct a TNA for Application Administrators that shall assess their knowledge of the functional area they are assigned to and their understanding of the system administration features.

The TNA shall also assess their soft skills that will make them more effective in dealing with end users, which may include telephone etiquette, requirements elicitation, customer service, etc.

##### **4. Service Desk Staff**

The Agency shall identify its service desk staff who shall undergo training by the BTMS Contractor. The TNA for Service Desk staffers shall assess their knowledge of their functional areas, telephone and written communication skills, and provide customer service capacity.

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#### ***Sub-task 4b. Design of the Training Curriculum***

The training program shall include the following:

1. **Master Trainers' Training.** As noted above, it is the responsibility of the BTMS Contractor to provide the training to the Master Trainers.

The Consultant shall design and develop additional training programs for the Master Trainers which may include:

- Presentation skills training
- Facilitation Skills
- Principles of adult learning and practical techniques on application.

The Consultant shall also review and evaluate the Instructor Guide and Presentation Slides being used by the BTMS Contractor and shall make revision to improve these training materials. The Consultant shall also design and develop the Participant Guide (and other training materials required) and evaluation tools that shall be used during the End User Training.

2. **End User Training.** It bears stressing that end user trainings on BTMS will be conducted by the Agency Master Trainers using the improved Instructor Guide and Presentation Slides and the Participant Guide and evaluation tools developed by the Consultant.

Based on the TNA, however, the Consultant shall design and develop additional trainings or workshops that will help end-users understand and accept the changes brought about by BTMS.

3. **Application Administration Training.** It is the responsibility of the BTMS Contractor to provide the training to the Application Administrators.

The Consultant shall design and develop additional training programs for the Application Administrators which may include:

- Communication Skills
- Requirements Elicitation
- Customer service orientation, including: handling of complaints, dealing with difficult customers, guidelines on how to handle phone inquiries, and proper email communication.

The Consultant shall also provide training on the use of training materials and guides developed for the Application Administrators.

4. **Service Desk Training.** It is the responsibility of the BTMS Contractor to provide the training to the Service Desk Staff.

The Consultant shall design and develop additional training programs for the Service Desk Staff which may include:

- Communication Skills (such as telephone etiquette)
- Requirements Elicitation

- Customer service orientation, including: handling of complaints, dealing with difficult customers, guidelines on how to handle phone inquiries, and proper email communication.

The Consultant shall also provide training on how to use the FAQs and Process and Escalation Guides.

***Sub-task 4c. Definition of Training Schedule and Other Logistical Requirements***

The Training Plan will provide details regarding resources, milestones, timelines, evaluation methods, measures of success, etc. covering:

1. Logistics (schedules, venues/locations, instructors, lists of trainees, etc.) and other details for the delivery of BTMS training to the agencies.

Specifically, schedule of end-user training should be synchronized with the BTMS roll out target dates. As of June 2017, the roll out target dates are provided in the table below.

| Phase     |                          | Target Date     |
|-----------|--------------------------|-----------------|
| Phase II  | Budget Execution         | June 2017       |
| Phase III | Treasury Management      | September 2017* |
| Phase IV  | Budget Management        | November 2017*  |
| Phase V   | BTMS Integrated Solution | January 2018*   |

\* Target dates may change subject to contract implementation.

2. Coordination with the appropriate offices from the different agencies (such as HR, regional offices, etc.)
3. Training tools (including distance learning training tools, when appropriate); and
4. Training equipment, including laptops, training server, projector, printers, etc. as needed to support the training component of the rollout of BTMS.

Note: the training equipment (i.e. computers, internet connection, projector, printers, etc) and the training venue shall be provided by the agency. In exceptional cases, if the agency is unable to provide an adequate facility for a given session, the Consultant may be required to identify the venue and make recommendations to the BTMS-PMO and/or the agency on facilities which may have characteristics sufficient for the session's requirements, as well as support logistical arrangements to ensure the availability of venues. BTMS-PMO and/or the agency will be responsible for making payment to rent these facilities, and these amounts should not be included as part of the Consultant's Price Proposal.

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#### ***Sub-task 4d. Design of the Training Evaluation Plan***

The Consultant shall design and develop a Training Evaluation Plan and require that BTMS users evaluate the training they receive. Results of the evaluations shall be used for improvement of the training activities and materials in succeeding training activities.

#### **Deliverable: Training and Evaluation Plan**

#### **Task 5: Development and Preparation of Training Materials and Service Desk Guides**

As previously noted, Consultant shall be provided slots in the Master's Training to be conducted by the BTMS Contractor. With this training, the Consultant is expected to acquire the basic knowledge and skills to design and develop the Participant Guides (for the end user training) and all the training tools required to implement the Training Curriculum and guide materials for the use of the Application Administrators and Service Desk Staff. The training materials and guides shall include:

1. Participant Guides for the end user training
2. Memory joggers for the Master Trainers, End-users, Application Administrators, and Service Desk staff
3. Training manuals for soft skills training provided to Master Trainers, Application Administrators and Service Desk staff
4. FAQs for the use of the Service Desk (and which may be distributed to end-users)
5. Functional cheat sheets for the use of the Service Desk
6. Scripts and guides for the use of the Service Desk

The Consultant shall also review the Instructor Guides and other materials developed by the BTMS Contractor and improve on these materials to maximize the application of adult learning principles, and improve the usability of the training.

Considering the task to be accomplished, it is thus recommended that Consultant's personnel who will be assigned to attend the Master's Training shall have the following minimum qualifications:

- College degree
- At least five (5) years' work experience as an instructional designer
- Has undertaken at least three (3) similar projects as trainer or facilitator

#### **Deliverable: Training Materials and Service Desk Guides**

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#### **Task 6. Coordination**

The Consultant shall coordinate with the agency through the BTMS-PMO for the execution of the Change Management activities (including communication, training, etc.) at each location to avoid conflicts with other activities.

The Consultant shall:

1. Coordinate with the agency for the use of any of the agency's facilities, including venues and equipment;

If the training venue and equipment cannot be provided by the agency, assist the agency and BTMS-PMO in making logistical arrangements such as renting the external facilities and equipment (e.g. rental of meeting rooms, audio-visual equipment) and processing the necessary paperwork that complies with the reimbursement policies of the agency;

2. Coordinate with BTMS Contractor on provision of trainings to Application Administrators and Service Desk Staff;
3. Coordinate with Master Trainers on provision of end-user trainings;
4. Coordinate with participants regarding activities and schedules, including sending of reminders via e-mail or SMS on training dates.

#### **Deliverable: Monthly Progress Reports**

#### **Task 7. Implementation and Evaluation of the Training Plan**

The Consultant shall implement the Training Plan as approved under Task 4.

The Consultant shall provide training based on the approved TNA conducted for the following groups:

##### **1. Master Trainers**

The Consultant shall provide the soft skills training to the Master Trainers as identified and approved in the Training Plan.

The Consultant shall evaluate the trainings conducted by the BTMS Contractor to the Master Trainers.

##### **2. End Users**

The Consultant shall coordinate the provision of trainings by Master Trainers to end-users, and ensure that all BTMS end-users undergo the appropriate training and evaluation of readiness to use BTMS.

The Consultant shall evaluate the trainings conducted by the Master Trainers to the end users.

### **3. Application Administrators**

The Consultant shall provide the soft skills training to the Application Administrators as identified and approved in the Training Plan. The Consultant shall also provide training on the use of training materials and guides developed for the Application Administrators.

The Consultant shall coordinate the provision of trainings by the BTMS Contractor to the Application Administrator.

### **4. Service Desk staffers**

The Consultant shall provide the soft skills training to the Service Desk Staff as identified and approved in the Training Plan. The Consultant shall also provide training on the use of training materials and guides, and SLA monitoring guides and tools developed for the Service Desk Staff.

The Consultant shall coordinate the provision of trainings by the BTMS Contractor to the Service Desk Staff.

Based on evaluation results, the Consultant shall make modifications to the training tools, design, and delivery for improvement and to address any issues surfaced by the evaluation.

The training schedule shall coincide and needs to be completed before (or about the same time) as the BTMS modules are rolled out. The Consultant shall refer to the BTMS Workplan and the BTMS Training Plan to assist in crafting the training schedules.

**Deliverable: Monthly Progress Reports; Final Training Reports for Phase II, Phase III, Phase IV, and Phase V; and a Succession Paper on how to ensure BTMS Sustainability**

### **Task 8: Service Desk Support**

The Service Desk shall be manned by the employees of each Agency.

The Consultant shall coach and mentor the Service Desk Staff to enable the Service Desk Staff to provide the following functions:

1. Implement the approved Service Desk Plan;
2. Provide first-level assistance to basic inquiries regarding BTMS, including:
  - a. Basic technical queries, such as logging in and out of the system and other similar troubleshooting with regard to BTMS access and use;
  - b. Basic system transactions, to be defined with the BTMS Supplier;
  - c. Inquiries on implementation schedules as they affect the end-users;

3. Act as a consolidator for BTMS-related inquiries, providing the required responses when available (see previous item on first-level assistance) or escalating the inquiries to BTMS Supplier, other offices (e.g. ICTSS, PMO), as may be necessary.
4. Conduct outgoing campaigns to manage upcoming activities or as a means of broadcasting specific messages;

The Consultant shall provide tools to monitor compliance to agreed SLAs.

**Deliverable: Monthly Progress Reports**

**VII. DELIVERABLES AND PAYMENT SCHEDULE**

| No. | Deliverable                   | Description  | Due date                                     | Approximate % of Contract Price |
|-----|-------------------------------|--|--|---------------------------------|
| 1   | Inception Report              | As described in Item III Scope of Services and Deliverables  | 30 days after Commencement Date              | 5%                              |
| 2   | Communications Plan           | As described in Item III Scope of Services and Deliverables  | 15 days after acceptance of Inception Report | 5%                              |
| 3   | Training and Evaluation Plan  | As described in Item III Scope of Services and Deliverables  | 15 days after acceptance of Inception Report | 5%                              |
| 4   | Monthly Progress Reports      | Progress reports on the implementation of the Communications Plan, the Training Plan, Training Coordination, and operation of the Service Desk | End of every month                           | 60%<br><br>(5% per month)       |
| 5   | Training Report for Phase II  | Final Training Report on Phase II  | 10 days after Conduct of Training.           | 5%                              |
| 6   | Training Report for Phase III | Final Training Report on Phase III   | 10 days after Conduct of Training.           | 5%                              |

|   |                                      |  |  |    |
|---|--------------------------------------|--|--|----|
| 7 | Training Report for Phase IV         | Final Training Report on Phase IV  | 10 days after Conduct of Training.                               | 5% |
| 8 | Training Report for Phase V          | Final Training Report on Phase V   | 10 days after Conduct of Training.                               | 5% |
| 9 | Final Report<br><br>Succession Paper | Summary Report of all activities should include a compendium of all final deliverables<br><br>Paper on how to ensure BTMS Sustainability | End of the Contract<br><br>6 months before end of the assignment | 5% |

### VIII. CHANGE MANAGEMENT QUALIFICATIONS (FIRM)

The Consultant shall be a firm with experience of at least three (3) full-cycle information systems implementations and has a minimum of ten (10) years of experience in organizational change management.

Managed by one main Change Management Expert/ Team Leader, there shall be two working teams: one handling the pilot group, and the other handling the roll-out group. Additional positions (including support staff, subject matter experts, etc.) deemed necessary may be proposed. Curriculum Vitae (CVs) shall be submitted for all key positions whether identified herein or proposed as additional position. Submission of CVs is optional but preferred for non-key positions.

The Consultant shall be a firm which shall fill the following key positions with full-time personnel meeting the minimum qualifications set for each position as stated:

| Key positions               | Qualifications   |
|-----------------------------|--|
| Team Leader<br>– 1 position | <ul style="list-style-type: none"> <li>• Filipino / a Citizen</li> <li>• Holds a Master's Degree in a relevant subject; ideally in Economics, Finance, Accounting, or Public Administration</li> <li>• Minimum of 15 years practical experience, and with relevant experience of Public Financial Management reforms in one or more of the following fields: budget execution, accounting and fiscal reporting; treasury systems, cash management, and debt management; legal framework for budgeting, treasury, and fiscal management; internal control and internal audit; external control and external audit; and financial management information systems. An experience in the government or an advisory position within an advisory agency in the Government of the Philippines is a plus.</li> </ul> |

af

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Deep understanding of the current challenges of the Government of the Philippines</li> <li>• Significant experience with change management, including organizations, people, policy, processes, and legal framework</li> <li>• Strong communication skills and interpersonal skills</li> <li>• Ability to work as part of a team and maintain effective and cooperative relations with government officials and other stakeholders</li> <li>• Fluent in the English and Filipino language</li> </ul>   |
| <p>Change Management Experts<br/>– 4 positions</p> | <ul style="list-style-type: none"> <li>• Filipino / a Citizen</li> <li>• Holds a Bachelor’s Degree in a relevant subject; ideally in Economics, Finance, Accounting, or Public Administration</li> <li>• Minimum of 7 years practical experience of Public Financial Management reforms in one or more of the following fields: budget execution, accounting and fiscal reporting; treasury systems, cash management, and debt management; legal framework for budgeting, treasury, and fiscal management; internal control and internal audit; external control and external audit; and financial management systems. An experience in the government or an advisory position within an oversight agency in the Government of the Philippines is a plus.</li> <li>• Deep understanding of the current challenges of the Government of the Philippines</li> <li>• Experience with change management, including organizations, people, policy, processes, and legal framework</li> <li>• Strong communication skills and interpersonal skills</li> <li>• Ability to work as part of a team and maintain effective and cooperative relations with government officials and other stakeholders</li> <li>• Fluent in the English and Filipino language</li> </ul> |

## IX. REPORTING AND WORKING ARRANGEMENTS

1. The Consultant shall report to the BTMS Steering Committee Chair and PFM Committee Chair, DBM Undersecretary Laura B. Pascua, to the DBM Chief Information Officer, Undersecretary Lilia C. Guillermo, and to the Concurrent Head of the Budget Information and Training Service, DBM Assistant Secretary Amelita D. Castillo, Budget Policy and Strategy Group.
2. The Consultant shall coordinate and work closely with the BTMS Steering Committee members, PFM Committee, Senior Officials at oversight agencies (DBM, BTr, and COA), Senior Officials at National Government Agencies being rolled out to, third party consultants (e.g. PFMP, FPI), Government partners (Procurement Service, DICT, DOST-ASTI, BIR, BOC, BSP, PCHC, Landbank, etc.) and other relevant stakeholders.

*ast*

3. The Consultant shall coordinate and work closely with the BTMS Project Manager and Assistant Project Manager, the BTMS Project Management Office, and the Budget Information and Training Service who shall ensure that information, management and staff assistance are available to the Consultant.
4. The Consultant shall coordinate and work closely with the BTMS Contractors to ensure that all the training materials are updated and synchronized with the latest BTMS version.
5. The DBM shall provide the Consultant with a work area with internet access during office hours for the duration of the project.
6. Other resources such as office equipment, supplies and other logistical requirements to complete/deliver the scope of services shall be provided by the Consultant.

## **X. OTHER ITEMS**

### **A. Disclaimer**

There will be no employer-employee relationship between the DBM and the Consultant, nor between the former and the agents of the latter.

### **B. Property of DBM**

Any and all works (including source codes) resulting from the engagement as originating from this TOR shall be the sole property of the DBM which shall be turned over whenever required by the DBM.

### **C. Warranty**

The Consultant warrants that its personnel are properly supervised, and legally and technically competent to provide and conduct the required scope of work as originating from this TOR. The DBM may demand for replacement of the Consultant's personnel if the performance and/or knowledge level is found below the expectation for the required services.

RG

## Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Consultant]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for authorized representative]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Consultant]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

ok





**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_\_, *[date issued]*, *[place issued]*  
**IBP No.** \_\_\_, *[date issued]*, *[place issued]*  
**Doc. No.** \_\_\_\_\_  
**Page No.** \_\_\_\_\_  
**Book No.** \_\_\_\_\_  
**Series of** \_\_\_\_\_.

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**Statement of all Government and Private Contracts Completed  
which are Similar in Nature**

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_

| Name of Client    | Date of the Contract | Kinds of Consulting Services | Amount of Contract | Date of Delivery | End User's Acceptance or Official Receipt(s) Issued for the Contract |
|-------------------|----------------------|------------------------------|--------------------|------------------|--|
| <u>Government</u> |                      |                              |                    |                  |  |
|                   |                      |                              |                    |                  |  |
| <u>Private</u>    |                      |                              |                    |                  |  |
|                   |                      |                              |                    |                  |  |
|                   |                      |                              |                    |                  |  |

Submitted by : \_\_\_\_\_  
 (Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Instructions:**

- a) Projects should be completed within two (2) years immediately preceding August 1, 2017.
- b) Completed contract:
  - (i) If there are more than twenty (20) similar completed contracts in a year, state at least 20 completed contracts for said year.
  - (ii) If there are 20 or less similar completed contracts in a year, state all completed contracts for said year.
  - (iii) If there is no similar completed contract in a year, state none or equivalent term. This shall not be a basis for disqualification.

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**List of all Ongoing Government and Private Contracts Including  
Contracts Awarded but not yet Started**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

| Name of Client    | Date of the Contract | Kinds of Consulting Services | Value of Outstanding Contracts | Date of Delivery |
|-------------------|----------------------|------------------------------|--------------------------------|------------------|
| <u>Government</u> |                      |                              |                                |                  |
|                   |                      |                              |                                |                  |
| <u>Private</u>    |                      |                              |                                |                  |
|                   |                      |                              |                                |                  |

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Instructions:**

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to August 1, 2017.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

*af*

STATEMENT OF THE CONSULTANT'S NATIONALITY

**Department of Budget and Management**  
Bids and Awards Committee  
Building III, Gen. Solano St.  
San Miguel, Manila

Ladies/Gentlemen:

In compliance with the requirements of the Department of Budget and Management – Bids and Awards Committee (DBM-BAC) for the bidding of the Change Management Consulting Services, I/we hereby declare the following:

1. Check the one that is applicable

That *(Name of the consultant)* is a

- a) duly licensed Filipino citizens/sole proprietorships;
- b) partnership duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- least  c) corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- d) cooperatives duly organized under the laws of the Philippines; or
- e) persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intends to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

2. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: \_\_\_\_\_  
Name and Title of Authorized Signatory: \_\_\_\_\_  
Name of Consultant/Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact No/s. \_\_\_\_\_

***(Note: Please attach the notarized authority of the consultant's representative for the public bidding for this project)***

2/1

## TPF 1. Technical Proposal Submission Form

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[Date]

### Department of Budget and Management

Bids and Awards Committee  
Building III, General Solano St.  
San Miguel, Manila

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

In accordance with ITB Clause 21.1, we confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

If negotiations are held during the period of bid validity, i.e., before [insert date], we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with GCC Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

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## TPF 2. Consultant's References

### Relevant Services Carried Out Covering 24 Months Prior to the Deadline of Submission and Receipt of Technical Documents that Best Illustrate Qualifications

Using the format below provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

|  |                                |   |
|--|--------------------------------|---|
| Project Name:  |                                | Country:  |
| Location within Country:   |                                | Professional Staff Provided by Your Firm/Entity (profiles):             |
| Name of Client:  |                                | No. of Staff:   |
| Address:   |                                | No. of Staff-Months; Duration of Project:                               |
| Start Date (Month/Year):   | Completion Date: (Month/Year): | Approx. Value of Services:  |
| Name of Associated Consultants, if any:  |                                | No. of Months of Professional Staff Provided by Associated Consultants: |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: |                                |   |
| Narrative Description of Project:  |                                |   |
| Description of Actual Services Provided by Your Staff:   |                                |   |

Consultant's Name: \_\_\_\_\_

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**TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity**

---

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.

RF



**TPF 4. Description of the Methodology and Work Plan for Performing the Project**

*(Note: Describe in detail the Methodology and Work Plan)*

2/8/15

**TPF 5. Team Composition and Task**

| <b>1. Technical/Managerial Staff</b> |          |      |
|--------------------------------------|----------|------|
| Name                                 | Position | Task |
|                                      |          |      |
|                                      |          |      |
|                                      |          |      |
|                                      |          |      |

| <b>2. Support Staff</b> |          |      |
|-------------------------|----------|------|
| Name                    | Position | Task |
|                         |          |      |
|                         |          |      |
|                         |          |      |
|                         |          |      |

3 Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and other parties or stakeholders.

Note: Include organizational chart indicating relationships amongst the Consultant and any partner, the Procuring Entity, the Funding Source and the GOP, and other parties or stakeholders, if any, involved in the project.

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## TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff

Note: All fields are mandatory. Indicate "N/A" if not applicable.

| Proposed Team:  |                 | <i>Please check:</i><br>Key Personnel <input type="checkbox"/> Staff <input type="checkbox"/> |                          |                |                                    |
|---|-----------------|---|--------------------------|----------------|------------------------------------|
| Name of Position:   |                 |   |                          |                |                                    |
| <b>Personal Information</b>   |                 |   |                          |                |                                    |
| Name of Staff   |                 |   |                          |                |                                    |
| Address   |                 | Contact No.   |                          | Email Address  |                                    |
| Date of Birth   |                 | Citizenship   |                          | Civil Status   |                                    |
| <b>Work Experience (start from the current employment)</b>                          |                 |   |                          |                |                                    |
| Company Name  | Inclusive Dates |   | Total<br>(Years, Months) | Position Title | Actual Duties and Responsibilities |
|   | From            | To  |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
| <b>Current Workload (include workload or projects from other companies, if any)</b> |                 |   |                          |                |                                    |
| Company Name  | Inclusive Dates |   | Total<br>(Years, Months) | Position Title | Actual Duties and Responsibilities |
|   | From            | To  |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
| <b>Relevant Training (start from the most recent)</b>                               |                 |   |                          |                |                                    |
| Course Title  | Inclusive Dates |   | Location                 | No. of Hours   | Conducted / Sponsored by           |
|   | From            | To  |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |
|   |                 |   |                          |                |                                    |

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| Education <i>(start from the most recent)</i> |                 |    |               |   |
|---|-----------------|----|---------------|---|
| School  | Inclusive Dates |    | Degree Course | Scholarships / Academic Honors Received |
|   | From            | To |               |   |
|   |                 |    |               |   |
|   |                 |    |               |   |
|   |                 |    |               |   |
|   |                 |    |               |   |
|   |                 |    |               |   |

| Professional Certifications, Other Credentials |               |
|--|---------------|
| Title  | Date Received |
|  |               |
|  |               |
|  |               |
|  |               |
|  |               |

**Note:**

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

1. Diploma
2. Certificate of Employment
3. Professional Certifications and/or Licenses

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
 Name and Signature

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

*ajr*

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_

**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_

**Roll of Attorneys No.** \_\_\_\_\_

**PTR No.** \_\_, *[date issued]*, *[place issued]*

**IBP No.** \_\_, *[date issued]*, *[place issued]*

**Doc. No.** \_\_\_\_\_

**Page No.** \_\_\_\_\_

**Book No.** \_\_\_\_\_

**Series of** \_\_\_\_\_.

o/s

**TPF 7. Time Schedule for Professional Personnel**

| Name | Position | Reports Due/Activities | Months (in the Form of a Bar Chart) |   |   |   |   |   |   |   | No. of Months |
|------|----------|------------------------|-------------------------------------|---|---|---|---|---|---|---|---------------|
|      |          |                        | 1                                   | 2 | 3 | 4 | 5 | 6 | 7 | 8 |               |
|      |          |                        |                                     |   |   |   |   |   |   |   |               |

Full-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_  
 Location: \_\_\_\_\_

Part-time: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 (Authorized Representative)

Full Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_

OK

**TPF 8. Activity (Work) Schedule**

|                 | <i>[1st, 2nd, etc. are months from the start of project.]</i> |     |     |     |     |     |     |     |
|-----------------|---|-----|-----|-----|-----|-----|-----|-----|
|                 | 1st   | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |
| Activity (Work) |   |     |     |     |     |     |     |     |
| _____           |   |     |     |     |     |     |     |     |
| _____           |   |     |     |     |     |     |     |     |
| _____           |   |     |     |     |     |     |     |     |
| _____           |   |     |     |     |     |     |     |     |

**B. Completion and Submission of Reports**

| Reports   | Date |
|---|------|
| 1. Inception Report   |      |
| 2. Interim Progress Report<br>(a) First Status Report<br>(b) Second Status Report |      |
| 3. Draft Report   |      |
| 4. Final Report   |      |

o/t

## BID SECURING DECLARATION

(REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ ) S.S.

X-----X

**Invitation to Bid** *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - c. I am/we are declared as the bidder with the Highest Rated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

***[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]***  
***[Insert signatory's legal capacity]***

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, *[date issued]*, *[place issued]*  
**IBP No.** \_\_, *[date issued]*, *[place issued]*  
**Doc. No.** \_\_\_\_  
**Page No.** \_\_\_\_  
**Book No.** \_\_\_\_  
**Series of** \_\_\_\_.

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**FPF 1. Financial Proposal Submission Form**

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*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[Title of Project]* in accordance with your Bidding Documents dated *[insert date]* and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, *[Date]*.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

**FPF 2. Summary of Costs**

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| Costs                              | Currency(ies) <sup>1</sup> | Amount in Philippine Peso |
|------------------------------------|----------------------------|---------------------------|
| Subtotal                           |                            |                           |
| Local Taxes                        |                            |                           |
| Total Amount of Financial Proposal |                            | <hr/>                     |

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<sup>1</sup> In cases of contracts involving foreign consultants, indicate the exchange rate used.

**FPF 3. Breakdown of Price per Activity**

|                        |                            |                           |
|------------------------|----------------------------|---------------------------|
| Activity No.: _____    | Activity No.: _____        | Description: _____        |
| Price Component        | Currency(ies) <sup>2</sup> | Amount in Philippine Peso |
| Remuneration           |                            |                           |
| Reimbursable           |                            |                           |
| Miscellaneous Expenses |                            |                           |
| Subtotal               |                            | _____                     |

<sup>2</sup> In cases of contracts involving foreign consultants, indicate the exchange rate used.

**FPF 4. Breakdown of Remuneration per Activity**

| Activity No. _____ |          | Name: _____        |                                    |        |
|--------------------|----------|--------------------|------------------------------------|--------|
| Names              | Position | Input <sup>3</sup> | Remuneration<br>Currency(ies) Rate | Amount |
| Regular staff      |          |                    |                                    |        |
| Local staff        |          |                    |                                    |        |
| Consultants        |          |                    |                                    |        |
| Grand Total        |          |                    |                                    | _____  |

<sup>3</sup> Staff months, days, or hours as appropriate.

**FPF 5. Reimbursable per Activity**

Activity No: \_\_\_\_\_

Name: \_\_\_\_\_

| No. | Description                                       | Unit | Quantity | Unit Price In | Total Amount In |
|-----|---|------|----------|---------------|-----------------|
| 1.  | International flights                             | Trip |          |               |                 |
| 2.  | Miscellaneous travel expenses                     | Trip |          |               |                 |
| 3.  | Subsistence allowance                             | Day  |          |               |                 |
| 4.  | Local transportation costs <sup>4</sup>           |      |          |               |                 |
| 5.  | Office rent/accommodation/<br>clerical assistance |      |          |               |                 |
|     | Grand Total                                       |      |          |               | _____           |

<sup>4</sup> Local transportation costs are not included if local transportation is being made available by the Entity. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Entity.

**FPF 6. Miscellaneous Expenses**

Activity No. \_\_\_\_\_ Activity Name: \_\_\_\_\_

| No. | Description   | Unit | Quantity | Unit Price | Total Amount |
|-----|---|------|----------|------------|--------------|
| 1.  | Communication costs between _____ and _____<br>(telephone, telegram, telex) |      |          |            |              |
| 2.  | Drafting, reproduction of reports   |      |          |            |              |
| 3.  | Equipment: vehicles, computers, etc.  |      |          |            |              |
| 4.  | Software  |      |          |            |              |
|     | Grand Total   |      |          |            | _____        |

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## Form of Contract Agreement

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THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of Procuring Entity]* (hereinafter called the "Entity") and *[name and address of Consultant]* (hereinafter called the "Consultant").

WHEREAS, the Entity is desirous that the Consultant execute *[name and identification number of contract]* (hereinafter called "the Works") and the Entity has accepted the bid for *[insert the amount in specified currency in numbers and words]* by the Consultant for the execution and completion of such Consulting Services and the remedying of any defects therein.

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, to wit:
  - (a) Terms of Reference
  - (b) Addenda and/or Supplemental/Bid Bulletins, if any;
  - (c) Bid forms, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents/statements submitted (e.g., bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - (d) Eligibility requirements, documents and/or statements;
  - (e) Performance Security;
  - (f) Notice of Award of Contract and the Bidder's conforme thereto;
  - (g) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Entity to execute and complete the Consulting Services and remedy any defects therein in conformity with the provisions of this Consultant in all respects.
4. The Entity hereby covenants to pay the Consultant in consideration of the execution and completion of the Consulting Services, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

of



IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Binding Signature of Procuring Entity

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Binding Signature of Consultant

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*[Addendum showing the corrections, if any, made during the bid evaluation should be attached with this agreement]*

ajk