



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

**REQUEST FOR PROPOSAL**

- The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the *“Engagement of a Consultant Facilitator for the DBM Planning Activities”* in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project** : *“Engagement of a Consultant Facilitator for the DBM Planning Activities”*

**Approved Budget** : Two Hundred Fifty Thousand Pesos (Php250, 000.00)

**Terms of Reference** : See the attached Annex “A” for Terms of Reference

**Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila

**Delivery Term** : See attached schedule in the Terms of Reference (Annex “A”)

- The DBM now calls for the submission of eligibility documents for Consulting Services of the above-mentioned Project. The Consultant is expected to meet the following objectives for the duration of the Project:
  - To facilitate a training/workshop which aims to capacitate the B/S/O Heads and planning officers on how to develop effective strategic plans and enable them to enhance the DBM strategy map, annual strategies and targets, and performance indicators

Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project (see Annex A).

- In accordance with Section 24 of R.A. No. 9184 and its IRR, the criteria and rating system are:
  - i. Experience and capability of the consultant in all of the following areas (45 points):

Facilitation of Trainings/Workshops on the following:

    - 1) Strategic and Operational Planning;
    - 2) Vision-Mission-Values;
    - 3) Alignment of planning with budgeting process; and
    - 4) Change Management.
  - ii. Similar projects completed in the government sector (35 points)
  - iii. Qualification of the principal/technical consultant (20 points)

- The DBM shall evaluate bids using the **Quality Based Evaluation (QBE)**. The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
- The DBM 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 R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
- Scoring shall be based on eligibility documents submitted, considering the criteria and rating system mentioned above.
- The minimum score required for each criterion is, as follows:
  - (i) Applicable experience of the consultant (45 points);
  - (ii) Similar projects completed in the government sector (35 points); and
  - (iii) Qualification of the principal/technical consultant (20 points).
- Interested suppliers are required to submit the following documents as eligibility requirements during submission of offer/quotation:
  - Valid and current Mayor's Permit or BIR Certificate of Registration (In cases of recently expired Mayor's/Business permits, they shall be accepted together with their respective official receipts as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the IRR of R.A. No. 9184.)
  - 2017 Income/Business Tax Return
  - PhilGEPS Registration Number
  - Notarized Omnibus Sworn Statement
  - Price Quotation Form (Annex "C")
  - Statement of all Government and Private Contracts completed which are similar in nature (Use Annex D)
  - List of all Ongoing Government and Private Contracts including contracts awarded but not yet started (Use Annex E)
  - Curriculum Vitae (Use Annex F)

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
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder
- Submission of quotation and eligibility documents is on or before 3:00 p.m. of **September 25, 2018** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila.

- For inquiry, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
*OIC-Director, Administrative Service*

## TERMS OF REFERENCE

**ENGAGEMENT OF A CONTRACT OF SERVICE PERSONNEL  
FOR THE DEPARTMENT OF BUDGET AND MANAGEMENT'S TRAINING ON STRATEGIC PLANNING****I. RATIONALE**

With the shift to an annual cash-based budgeting approach, the DBM recognizes the importance of effective planning and budgeting in ensuring that planned programs, projects, and activities are delivered within the year.

The DBM had already conducted planning exercises from CY 2016-2017 which included the ManCom Assessment of Interventions and Strategic Planning Conferences for the medium-term. The outputs from these activities include the analysis of the organizational context of the Department (internal and external environment) and stakeholder needs and expectations, as well as, the formulation of DBM Strategy Map and the DBM Strategies and Annual Targets for CYs 2018-2022, among others.

In line with the DBM strategic goal of becoming one of the top budget institutions in the ASEAN region, it is imperative that related seminars/trainings/workshops be conducted to further capacitate the DBM officials and the planning officers of each Bureau/Service/Office (B/S/O) on effective planning.

Following the principles of participative and inclusive planning, the seminar/training/workshop requires the guidance of ONE (1) external service provider with expertise in theoretical strategic and operational planning in government. He shall impart his experiential learnings to the DBM officials and employees using adult learning method on how to easily formulate effective plans that are linked to budgeting, performance management system, and quality management system.

**II. OBJECTIVES**

The overall objective for the conduct of Training on Strategic Planning is to enhance the competency level of DBM key officials and personnel on results-based performance management.

Specific objectives are as follows:

To enable the participants to develop better understanding and application of the following:

1. Importance of strategic and operational planning to effective performance management of the Department, B/S/Os and individual employees; and
2. To effectively apply the learning techniques and tools on the following:
  - a. Determination and communication of long-term direction, definition of the purpose and reason for existence of the organization and organization values;
  - b. Determination of the organization external and internal issues, as well as, stakeholders and their needs and expectations, risks and opportunities, and how these should be considered in the formulation of the Department, Functional Group (FG), or B/S/O action plans and strategies;

- c. Development of Department's Strategy Map including Strategic Objectives and Organizational Scorecard - Key Performance Indicators and Targets that is aligned with the Philippine Development Plan (PDP), 0+10 Socioeconomic Agenda, and Ambisyon Natin 2040; and
- d. Determination of strategic programs/projects/activities supporting the Department/FG Strategies and its corresponding budgets and resources needed.

### III. SCOPE OF SERVICES/DELIVERABLES

#### Pre-Training

1. Collaborate in **designing the Program for the Training on Strategic and Operational Planning.**

#### Training Proper

1. **Facilitate** the conduct of the Training on Strategic Planning to ensure that there will be substantive and meaningful discussions and activities, and active participation of DBM Officials and employees in order to achieve the objectives previously enumerated.
2. Ensure that the required outputs (**enhanced DBM strategy maps, Key Performance Indicators (KPIs), annual strategies and targets**) are delivered by the group.

#### Post-Training

1. **Analyze and organize the data and information** gathered and processed from the strategic planning training jointly with the planning staff of the Department to include assessment of the participants' learning.
2. Submit a **Final Report and the corresponding documentation** on the overall conduct of the strategic and operational planning training in DBM, including recommendations on measures and methodologies to enhance delivery of succeeding planning-related exercises in the Department.

### IV. METHODOLOGY

To facilitate the understanding of concepts and maximize learning from the exercise, learning modules and handouts shall be provided as reference materials during the sessions, as well as, employ methodologies such as adult learning activities during the training incorporating work-related scenarios.

### V. QUALIFICATION STANDARDS

The consultant to be engaged to facilitate the training must meet the minimum requirements of expertise demonstrated in managerial work and facilitating experience in strategic and operational planning consistent with the CSC Strategic Performance Management System (SPMS) and relevant higher education and/or training in organizational development (OD) or any related discipline.

In particular, the consultant must have at least three (3) years of experience as lead consultant or trainer/facilitator for government agencies/employees in planning or organizational development.

## VI. PAYMENT OF SERVICES

For this contract, the Facilitator/Subject Matter Expert shall be paid the amount of ***Two Hundred Fifty Thousand Pesos (P250,000.00)*** chargeable against appropriate DBM funds and subject to any tax obligations/deductions that may be imposed upon submission and acceptance of the abovementioned outputs and other deliverables as spelled-out in this TOR broken down as follows:

<b>Particulars</b>	<b>Fee</b>	<b>Expected Outputs</b>	<b>Timelines</b>
<b>Subject Matter Expert Fee (Pre- and Post-training)</b>	P100,000	Pre- Training Final Seminar/Training/Workshop Design	September 28, 2018
<b>Facilitation Fee (Strategic and Operational Planning Training Proper)</b>	150,000	Training Proper Meaningful discussions and activities, and active participation of the DBM Officials and employees;  Post- Training Final Report on the processed and analyzed results/outputs	Batch 1: October 4-5, 2018 Batch 2: October 29-30, 2018  November 16, 2018
<b>TOTAL</b>	<b>P250,000</b>		

## VII. Dispute Resolution

Any dispute resolution arising out of the contract, which cannot be amicably settled, between DBM and the firm, shall be referred to adjudication/arbitration in accordance with the laws of the Republic of the Philippines.

## VIII. Liability

In case the consultant fails to satisfactorily complete the services required under the contract, the same shall be liable for damages of the delay. Consequently, the consultant will have to pay DBM liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of unperformed portion for every day of delay, but not more than ten percent (10%) of the contract amount.

## IX. Termination

The DBM or the firm may extra-judicially terminate the contract for any reason, by notifying the other party in writing, at least one (1) month prior to intended date of termination of contract.

## ELIGIBILITY DATA SHEET

*The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to September 25, 2018 (see Annex E for format).*

*Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex D for format).*

Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.

Each prospective bidder shall submit one (1) original eligibility documents.

DBM-BAC Secretariat  
BAC Conference Room  
Department of Budget and Management  
Ground Floor, DBM Building III, General Solano St., San Miguel, Manila  
Telefax No. 657-3300 local 3115  
Email address: procurement@dbm.gov.ph

The name of the Project is *"Engagement of a Consultant Facilitator for the DBM Planning Activities."*

The address for submission of eligibility documents is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.

The place of opening of eligibility documents is the same with the above-mentioned address.

The date and time of opening of eligibility documents is September 25, 2018, 3 p.m.

Similar contracts shall refer to *Facilitation of Training on Strategic Planning.*

The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below.

Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

- (i) Experience of the consultant in all of the following areas (Number of years of applicable experience) (45 points);

Facilitation of Trainings/Workshops on the following:

- a) Strategic and Operational Planning;
- b) Vision-Mission-Values;

- c) Alignment of planning with budgeting process; and
- d) Change Management.

(ii) Similar projects completed in the government sector (35 points)

(iii) Qualification of the principal/technical consultant (20 points)

- a. Strategic and Operational Planning;
- b. Vision-Mission-Values;
- c. Alignment of planning with budgeting process; and
- d. Change Management.

The minimum score required for each criterion is, as follows:

(i) Experience of the consultant in all of the following areas (Number of years of applicable experience) (35 points);

- a. Strategic and Operational Planning;
- b. Vision-Mission-Values;
- c. Alignment of planning with budgeting process; and
- d. Change Management.

(ii) Similar projects completed in the government sector (25 points); and

(iii) Qualification of consultant who will be assigned in the project (10 points).

- a. Applicable certification/registration/affiliation of the Technical Consultant (international or local); and
- b. Bachelor's Degree or higher



<b>Evaluation Criteria</b>			
<b>Criteria</b>	<b>Reference Guide Points</b>		
	<b>Percentage Equivalent</b>	<b>Equivalent Points (Maximum)</b>	<b>Equivalent Points (Minimum)</b>
<b>1. Experience of the consultant in all of the following areas:</b>		<b>45.00</b>	<b>35.00</b>
a. Strategic and Operational Planning;			
b. Vision-Mission-Values;			
c. Alignment of planning with budgeting process; and			
d. Change Management			
<b>2. Similar Projects Completed in the Government Sector</b>		<b>35.00</b>	<b>25.00</b>
<b>3. Qualification of Consultant</b>		<b>20.00</b>	<b>10.00</b>
Applicable certification/registration/affiliation of the Technical Consultant (international or local)			
Bachelor's Degree or higher			
<b>Total</b>		<b>100.00</b>	<b>70.00</b>

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

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

Consultant's Address: \_\_\_\_\_

Name of Client/Contact Person/Contact Number/Email Address	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)

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

Instructions:

- a) Projects should be completed within ten (10) years immediately preceding December 31, 2017.
- b) Completed contract:
  - (i) Similar contract shall refer to Facilitation of Training on Strategic Planning.
  - (ii) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.

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

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

Consultant's Address: \_\_\_\_\_

<b>Name of Client/ Contact Person/ Contact Number/ Email Address</b>	<b>Date of the Contract</b>	<b>Kinds of Consulting Services</b>	<b>Value of Outstanding Contracts</b>	<b>Date of Delivery</b>
<u>Government</u>				
<u>Private</u>				

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

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 September 25, 2018.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

## CURRICULUM VITAE (CV) OF THE CONSULTANT

Personal Information					
Name of Consultant					
Address			Contact No.		Email Address
Date of Birth				Citizenship	Civil Status
Work Experience (start from the current employment)					
Company Name	Inclusive Dates		Total  (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			

**Current Workload (include workload or projects form other companies, if any)**

Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

**Relevant Training (start from the most recent)**

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

**Education (start from the most recent)**

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, 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.

\_\_\_\_\_  
Signature

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

## PRICE QUOTATION FORM

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

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Bldg. III, Gen. Solano St.,  
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Facilitation of Training on Strategic Planning to B/S/O Heads	<u>Pre-Strategic Planning Training</u> <ul style="list-style-type: none"> <li>▪ Final Seminar/ Training/ Workshop Design</li> </ul>	1 lot		
	<u>Strategic Planning Training</u> <ul style="list-style-type: none"> <li>▪ Facilitate the conduct of the Training on Strategic Planning to ensure that there will be substantive and meaningful discussions and activities, and active participation of DBM Officials and employees</li> </ul>			
	<u>Post-Strategic Planning Training</u> <ul style="list-style-type: none"> <li>▪ Final Report on the processed and analyzed results/outputs</li> </ul>			
	<ul style="list-style-type: none"> <li>▪ Please see attached Annex "A" for the Terms of Reference</li> </ul>			
			Total (inclusive of VAT)	

(Amount in Words) \_\_\_\_\_

\_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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Name/Signature of Representative

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Name of Company

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Contact No.



## Omnibus Sworn Statement

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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 of *[Name of Bidder]* with office address at *[address of Bidder]*;

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

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

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* 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;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**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. \_\_\_\_\_ and his/her \_\_\_\_\_ No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

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 \_\_\_\_