



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 "*OGP Program Manager/ Lead Event Organizer*" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184 and DBM Circular Letter no. 2018-8¹.

- Name of Project :** "*OGP Program Manager/ Lead Event Organizer*"
- Approved Budget :** Four Hundred Thousand Pesos
(Php400, 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:

The Project Manager shall provide oversight in project activities and extend technical inputs as required. He/she will also ensure that activities will be implemented on time and that outputs produced are within the required quality

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

- **Award of the contract may be issued on January 2019 or until the FY 2019 General Appropriations Act has been enacted.**
- Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project (see Annex A).
 - i. Experience and capability of the consultant in all of the following areas (40 points):
 - Strategic and Operational Planning

¹ Guidelines on the Conduct of Early Procurement for the Fiscal Year (FY) 2019 National Expenditure Program (NEP).

- Government Procurement
- Events Management
- Technical & Policy and Research & Writing
- ii. Similar projects completed in the government sector (40 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 (30 points);
 - (ii) Similar projects completed in the government sector (30 points); and
 - (iii) Qualification of the principal/technical consultant (5 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
 - PhilGEPS Registration Number
 - Note:** PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.
 - 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 **January 16, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila.
- For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

TERMS OF REFERENCE

Position: OGP Program Manager/Lead Event Organizer

1. Background and Objectives

The Philippines is one of the founding members of the Open Government Partnership (OGP), a unique international initiative aimed at securing concrete commitments from governments to promote transparency, increase civic participation, fight corruption, and harness new technologies that strengthen governance.

In August 2017, the 4th National Action Plan (NAP) was launched, with twelve (12) commitments. Further, new non-government representatives in the PH-OGP Steering Committee were elected. Unique in this Steering Committee is the selection of civil society representatives from the three island regions-Luzon, Visayas, and Mindanao.

At the international arena of OGP, there is a move towards implementation of sub-national commitments and plans. Membership in the OGP has not been limited at the country level, but sub-national units as well (i.e., cities, provinces). The Philippines has trailblazed in this effort as well, with a commitment in the 4th NAP from the provincial Government of Bohol on open legislation.

With the evolving nature of OGP implementation in the Philippines, it is crucial to expand the reach of OGP as well as advocate for its local implementation. Outreach activities and dialogues with local stakeholders (i.e., local government units, local CSOs, academe, business groups) are proposed to be conducted. The activities will be led by the Department of Budget and Management (DBM)-the OGP government secretariat, and the Caucus of Development NGO Networks (CODE-NGO)-the OGP non-government secretariat, with the guidance of the PH-OGP Steering Committee. To assist the Project Team implementing this project, a Consultant/project Manager will be hired on a part-time basis.

2. Scope of Work

The Project Manager shall provide oversight in project activities and extend technical inputs as required. He/she will also ensure that activities will be implemented on time and that outputs produced are within the required quality. The Project Manager should preferably be familiar with OGP and has prior experience working with OGP stakeholders (e.g., DBM, DILG, CSOs, academe, business groups, public sector unions).

The specific tasks of the Project Manager are as follows:

- a) Assist the PH-OGP Secretariat in the development of project work plan and timetable,
- b) Take lead in the design of the 2019 OGP regional dialogues, sub-national summit, and other outreach activities, including budgetary requirements,
- c) Oversee the conduct of the Dialogues, Action Plan Launch, and outreach activities, and as needed, assist in the facilitation of selected sessions,
- d) Ensure proper documentation of all activities,

- e) Assist CODE-NGO as the Non-Government Secretariat in conducting Steercom-related activities,
- f) Provide guidance and overall direction to members of the events team, including listing of tasks that need to be accomplished,
- g) Coordinate and provide regular feedback to the Steering Committee
- h) Lead in coordination with CSOs, academe, public sector unions, business, and LGUs in all OGP activities in their respective areas.
- i) Submit a consolidated directory of Civil Society Organizations engaged in the OGP

3. Deliverables and Timeline

- a. Draft and Finalize Program guides, Concept Notes for all Dialogues series and Action Plan Launch, as approved by the PH-OGP Secretariat,
- b. Submission of Monthly/Quarterly Status Report of PH-OGP Non-Government Commitment Holders,
- c. Contribute in drafting the 5th OGP Action Plan,
- d. Monthly Progress report on the activities conducted.

At the end of the contract, terminal report to highlight the following:

- Overall experience of the consultant/expert under this engagement;
- Factors that contributes to the successful completion of the engagement;
- Problems/difficulties encountered in pursuing the engagement and how they were addressed; and
- Suggestions on how the government could be better in pursuing similar initiatives in the future to ensure their smooth and successful implementation.

Activity Description/Output	Target date of Submission/Completion (Note: Activities shall commence upon awarding/start date of contract)
1. Project workplan	Month 1
2. Concept notes of outreach activities	Month 2
3. Highlights/documentation of activities	Month 3-6
4. Monthly Accomplishment Reports, Status Reports	Monthly
5. Stakeholders Directory and End of Project Report	Month 6

4. Reporting

The consultant will be expected to undertake other tasks and roles relevant to the post on the needs basis and as directed by the Director of FPRB and the PH-OGP Secretariat.

5. Qualifications of the Consultant

The consultant/expert should possess the following qualifications:

- At least five (5) years of relevant professional experience;

- Knowledge of the Philippine policies, legislations, procedures/protocols and structures; various programs, projects and other efforts of the National government relevant to the engagement;
- Knowledge of the Philippine Open Government Partnership (PH-OGP) dynamics, activities, programs, and consultation mechanism;
- Experience in conducting PH-OGP Events and dialogues;
- Proficiency in oral and written communication.

The consultant/expert must have the ability to effectively work with the senior official and policymakers concerned in the government, both national and local, as well as other key stakeholders relative to the implementation of the program.

6. Duration and Cost of the Project

The consultant/expert shall be engaged by the Department for a period of **six (6) months**, subject to renewal.

The consultant/expert shall be paid a total amount not exceeding **Four Hundred Thousand Pesos (P400, 000.00)**, inclusive of applicable taxes pursuant to existing Philippine tax laws. The cost of transportation, accommodation, administrative and other incidental expenses incurred by the consultant/expert relative to his/her travels outside of Metro Manila that are necessary in the performance of his/her functions shall be borne by the Department, subject to existing budgeting, accounting and auditing rules and regulations.

7. Performance Expectations from the Consultant/Expert

The consultant to be engaged for this program shall undertake/conduct the tasks/activities in this project with the highest standard of professional and ethical competence and integrity.

In addition, subject consultant/expert is expected to observe the following:

- ❖ He/she shall not engage in any activity or any action or make any kind of public pronouncement which may adversely affect the implementation of the program.
- ❖ He/she shall not disclose to another party any confidential information relating to his/her engagement under the program, without prior consent of the DBM even after the termination of his/her contract.

Moreover, the ownership of the deliverables/outputs, reports and other materials produced by said consultant/expert shall be vested exclusively with the Department. Copies of such material could be retained but the consultant/expert shall seek permission from the Department should he/she wish to use/reproduce these material in part or in its entirety.

ELIGIBILITY DATA SHEET

<p><i>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to January 16, 2019 (see Annex E for format).</i></p> <p><i>Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex D for format).</i></p>
<p>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.</p>
<p>Each prospective bidder shall submit one (1) original eligibility documents.</p>
<p>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</p>
<p>The name of the Project is "OGP Program Manager/ Lead Event Organizer."</p>
<p>The address for submission of eligibility documents is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p>
<p>The place of opening of eligibility documents is the same with the above-mentioned address.</p>
<p>The date and time of opening of eligibility documents is January 16, 2019, 3 p.m.</p>
<p>Similar contracts shall refer to proof of experience in conducting high level regional and nationwide government events and outreach activities.</p>
<p>The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below.</p> <p>Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:</p> <ul style="list-style-type: none"> i. Experience and capability of the consultant in all of the following areas (40 points): <ul style="list-style-type: none"> - Strategic and Operational Planning - Government Procurement - Events Management

- Technical & Policy Research & Writing
- ii. Similar projects completed in the government sector (40 points)
- iii. Qualification of the principal/technical consultant (20 points)

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

- i. Experience and capability of the consultant in all of the following areas (30 points):
 - At least five (5) years relevant experience in Strategic and Operational Planning
 - Government Procurement
 - At least five (5) years relevant experience in Events Management
 - At least five (5) years relevant experience in Technical Policy and Research & Writing
- ii. Similar projects completed in the government sector (30 points)
- iii. Qualification of the principal/technical consultant (5 points)

EVALUATION CRITERIA			
Criteria	Reference Guide Points		
	Percentage Equivalent	Equivalent Points (Maximum)	Equivalent Points (Minimum)
1. Experience of the consultant in all of the following areas:	40	40	30
a. Strategic and Operational Planning	10		
b. Government Procurement	10		
c. Events Management	10		
d. Technical & Policy Research & Writing	10		
2. Similar Projects Completed in the Government Sector	40	40	30
3. Qualification of Consultant	20	20	5
a. Applicable certification/registration/affiliation of the local Technical Consultant (international or local)	10		
b. Bachelor's Degree or higher	10		
TOTAL		100	65

ANNEX "D"

**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 **January 16, 2019**.
- b) Completed contract:
 - (i) Similar contract shall refer to Facilitation of 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: _____

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

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 **January 16, 2019**.
- 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 (<i>start from the current employment</i>)					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			

Current Workload (include workload or projects from 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
<p>OGP Program Manager/ Lead Event Organizer</p>	<p>a. Draft and Finalize Program guides, Concept Notes for all Dialogues series and Action Plan Launch, as approved by the PH-OGP Secretariat,</p> <p>b. Submission of Monthly/Quarterly Status Report of PH-OGP Non-Government Commitment Holders,</p> <p>c. Contribute in drafting the 5th OGP Action Plan, Monthly Progress report on the activities conducted.</p> <p>At the end of the contract, terminal report to highlight the following:</p> <ul style="list-style-type: none"> ▪ Overall experience of the consultant/expert under this engagement; ▪ Factors that contributes to the successful completion of the engagement; ▪ Problems/difficulties encountered in pursuing the engagement and how they were addressed; and ▪ Suggestions on how the government could be better in pursuing similar initiatives in the future to ensure their smooth and successful implementation. 	<p>1 lot</p>		

	<ul style="list-style-type: none"> ▪ Activity output/ Description <ol style="list-style-type: none"> 1. Project Work plan 2. Concept notes of outreach activities 3. Highlights/documentation 4. Monthly accomplishment reports, Status Report 5. End of Project Report <p>Note: Please see attached Annex "A" for the Terms of Reference.</p>			
Total (inclusive of VAT)				

(Amount in Words) _____

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

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.

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 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 ____