



BIDS AND AWARDS COMMITTEE I

Supplemental/Bid Bulletin No. 2

**CONSULTING SERVICES FOR THE ORGANIZATIONAL DEVELOPMENT OF
THE FOOD AND DRUG ADMINISTRATION (FDA)**

**Bid Reference No. GPG-B1-2018-262
Approved Budget for the Contract – P14,356,814.70**

This **Supplemental / Bid Bulletin No. 2** is being issued to amend some provisions of the Bidding Documents and response to queries raised by suppliers during the Pre-Bid Conference on 23 January 2019.

A) SCHEDULE OF SUBMISSION OF TECHNICAL AND FINANCIAL BID AND OPENING OF TECHNICAL BID

14 February 2019 (Thursday), 11:00AM

B) AMENDMENT TO BIDDING DOCUMENTS

FROM	TO
PART II. SECTION III. Bid Data Sheet (BDS)	
Under Clause 10 Technical Proposals / Documents	
(iii) Duly conformed / signed Terms of Reference and Technical Proposal Forms: a. <i>Duly signed and Conformed Terms of Reference (Annex II-B)</i> b. Consultant's References (Annex II-C) c. Recommendations of the Consultants on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity (Annex II-D) d. Description of the Methodology and Work Plan for Performing the Project (Annex II-E) e. Team Composition and Tasks (Annex II-F) f. Time Schedule for Professional Personnel (Annex II-G) g. Activity (Work) Schedule (Annex II-H)	(iii) Duly conformed / signed Terms of Reference and Technical Proposal Forms: a. <u>Duly signed and Conformed Terms of Reference (Revised Annex II-B)</u> b. Consultant's References (Annex II-C) c. Recommendations of the Consultants on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity (Annex II-D) d. Description of the Methodology and Work Plan for Performing the Project (Annex II-E) e. Team Composition and Tasks (Annex II-F) f. Time Schedule for Professional Personnel (Annex II-G) g. Activity (Work) Schedule (Annex II-H)
SECTION VII. Bidding Forms	
<i>Annex II-B</i> Terms of Reference	<u>Revised Annex II-B</u> Terms of Reference

C) REPLY TO QUERIES

Query from Human Capital Asia, Inc.																							
QUERY 1	<p>It was indicated in item (v) page 35 under C. Preparation of Bids that the specification in the CV should be shown in Annex II-G: (v) The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in Annex II-G. Only one duly notarized CV for each consultant involved in the Project may be submitted for each position.</p> <p>Annex II-G is the Time Schedule for Professional Personnel. The format of CV available in the bid documents is on Annex I-F and this was required in the submission of Eligibility Requirements.</p> <p>Which CV format should we follow? Please see attached file for CV if this is correct. Furthermore, if we will use the excel sheet, will we attach a separate word document for notary?</p>																						
REPLY 1	<p>Page 35 – Part II. Instructions to Bidders (ITB) has been modified in Section III. Bid Data Sheet (BDS) such that the CV is no longer required to be submitted as part of the Technical Submission since it was already required in the Eligibility Documents.</p>																						
QUERY 2	<p>In page 53, ITB Clause 10.1 (b), "bidder shall state the total number of personnel to be assigned to the project."</p> <p>Where should we specify this?</p>																						
REPLY 2	<p>Page 53, ITB Clause 10.1 (b)'s requirement is already included in the information to be provided by the bidder in Annex II-F "Team Composition and Tasks"</p>																						
QUERY 3	<p>Also in page 53, ITB Clause 10.1 (c), "the required experience of proposed professional staff are stated in the TOR." The qualifications stated are only for the Team Leader.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">QUALIFICATION OF TEAM LEADER</th> </tr> <tr> <th style="width: 30%;">CRITERIA</th> <th style="width: 40%;">POINTS</th> <th style="width: 30%;">PERCENTAGE WEIGHT</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">1. Educational Attainment</td> <td>Relevant Doctor's Degree = 10 points Relevant Master's Degree = 7 points Relevant Bachelor's Degree minimum requirement = 5 points</td> <td style="text-align: center;">10 %</td> </tr> <tr> <td style="vertical-align: top;">2. Projects Handled and Experience (Knowledgeable and experienced with PAHRODF and CSC PRIME-HRM)</td> <td> <p>With experience in using the Organizational Assessment Framework of the PAHRODF and/or CSC PRIME-HRM for a national government organization</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Expectation</th> <th style="width: 40%;">Score</th> </tr> </thead> <tbody> <tr> <td>4 and above no. of clients</td> <td style="text-align: center;">30</td> </tr> <tr> <td>2 to 3 no. of clients</td> <td style="text-align: center;">20</td> </tr> <tr> <td>1 client only</td> <td style="text-align: center;">5</td> </tr> <tr> <td>no client</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> </td> <td style="text-align: center;">30 %</td> </tr> </tbody> </table> <p>Do these apply to the other team members? If yes, should we likewise include a separate document for each consultant specifying item number two (2)?</p>	QUALIFICATION OF TEAM LEADER			CRITERIA	POINTS	PERCENTAGE WEIGHT	1. Educational Attainment	Relevant Doctor's Degree = 10 points Relevant Master's Degree = 7 points Relevant Bachelor's Degree minimum requirement = 5 points	10 %	2. Projects Handled and Experience (Knowledgeable and experienced with PAHRODF and CSC PRIME-HRM)	<p>With experience in using the Organizational Assessment Framework of the PAHRODF and/or CSC PRIME-HRM for a national government organization</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Expectation</th> <th style="width: 40%;">Score</th> </tr> </thead> <tbody> <tr> <td>4 and above no. of clients</td> <td style="text-align: center;">30</td> </tr> <tr> <td>2 to 3 no. of clients</td> <td style="text-align: center;">20</td> </tr> <tr> <td>1 client only</td> <td style="text-align: center;">5</td> </tr> <tr> <td>no client</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Expectation	Score	4 and above no. of clients	30	2 to 3 no. of clients	20	1 client only	5	no client	0	30 %
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REPLY 3	<p>No. The required experiences apply only to the Team Leader.</p>																						

<p>QUERY 4</p>	<p>In connection with earlier confirmation, please see attached CV format as indicated in the Bidding Forms pages 94-95. It was specified in section (v) and (vi) pages 35-36 that:</p> <div data-bbox="347 286 965 784" style="border: 1px solid black; padding: 5px;"> <p>(v) The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in Annex II-G. Only one duly notarized CV for each consultant involved in the Project may be submitted for each position.</p> <p>(vi) The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit</p> <p>International Trading Corporation Bid Reference No. GPG-B1-2018-262</p> <p>a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert:</p> <p>(vi.1) is proposed for a domestic position but is not a Filipino citizen;</p> <p>(vi.2) failed to state nationality on the CV; or</p> <p>(vi.3) the CV is not signed in accordance with paragraph (v) above.</p> </div> <p>There was no format given for the signed certification and written commitment of the CVs, I'm sending a document for your approval. Please let us know if we can use this.</p>
<p>REPLY 4</p>	<p>Page 35-36 – Part II. Instructions to Bidders (ITB) has been modified in Section III. Bid Data Sheet (BDS) such that the CV is no longer required to be submitted as part of the Technical Submission since it was already required in the Eligibility Documents.</p>

Please submit the duly signed and conformed **Revised Annex II-B** and all other required documents for the Submission of Technical and Financial Bid and Opening of Technical Bid scheduled on 14 February 2019, 11:00AM. Also please use the Revised Checklist of Requirements as guide/reference.

This Supplemental/Bid Bulletin 2 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 6th day of February 2019 in Makati City.

Reviewed and Approved by:

ATTY. MA. VICTORIA C. MAGCASE
Chairperson, Bids and Awards Committee – I

(SGD)ATTY. MA. GUDELIA C. GUESE
Vice Chairman

(SGD)CHRISTABELLE P. EBRIEGA
Member

(SGD)MYRA CHITELLA T. ALVAREZ
Member

DAVID A. INOCENCIO
Member

(SGD)JOEL S. RODRIGUEZ
Alternate Member

Concurred by:

(SGD)ATTY. MICHELLE ANNE LAPUZ
Provisional Member- FDA

Received by:	
_____	_____
(SIGNATURE OVER PRINTED NAME & DATE)	NAME OF COMPANY
(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE PITC BAC-I)	



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



Terms of Reference

Organizational Development of the Food and Drug Administration (FDA)

September 2018

I. Background

This Terms of Reference (TOR) for “Organizational Development (OD) of the Food and Drug Administration” has been prepared as part of the Imperative Strategic Plan of the Agency under the Restructuring of the Agency’s Foundation of the 5-Year Development Plan.

FDA is mandated to protect public health and ensure consumer safety. Completion of this Project will pave way for the agency to strengthen its Human Resource Development Division and Human Resource Management Division.

II. Objectives of the Assignment

The conduct of an organizational development of the Food and Drug Administration (FDA) will serve as basis for the preparation of Human Resource and Organizational Development (HROD) Plans tailored to the specific needs of the Agency to achieve its priority thrust and/or change agenda aligned to Philippine Development Plan.

In general, the OD is expected to surface the state of capacities, competencies and change readiness of the organization to deliver on its reform agenda. The assessment will enable target participants to engage in a reflection-action process to diagnose, isolate and prioritize organizational components. This includes:

- a. Organizational Snapshot. Assemble information that reflects the organization’s big picture (i.e., external environment, reform agenda) and a more detailed view of the organization’s functions, structure and systems. The snapshot will include an online survey of the current organizational climate.
- b. Organizational Health. Diagnose the capacity of the organization to effectively deliver services to its clientele. The assessment will yield a picture of the organization’s strengths and areas for development.
- c. Shared Understanding. A shared understanding among stakeholders of the current state and desired organizational performance is created.
- d. Identification of HROD Packages. Appropriate and responsive HROD interventions that address priority gaps, challenges and opportunities are determined, which includes among other policies and modules on Competency-Based Job Description, Management Succession Program, and Employees Handbook.

Civic Drive, F
Trunk Line +63
Website: www

Conforme:

Bidder’s Company Name

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[Handwritten signature]

III. Scope of the Services and Deliverables

The team of consultants will conduct the Organizational Assessment of FDA. The key activities include the following:

1. Organizational Assessment

- Ensure that the team composition has varied expertise as required by the OD and adequately prepare the team for the task, i.e. familiarity with the OD framework and tools of the Philippines Australia Human Resource and Organizational Development Facility (PAHRODF), PRIME HRM Tool, and FDA's priority thrusts, and understanding of the external environment and stakeholders of FDA.
- Initial gathering and review of materials, reports and readings related to the OD and the concerned FDA's thrusts, alignment with DOH and PDP.
- Provide the Director General the Status Report including discussion on the approach and methods that will be used, expected deliverables and key contact person/s that will coordinate the OD with the team.
- Gather the baseline values, including the qualitative and quantitative data to be used as a basis for the development of the project deliverables.
- Together with FDA TWG Members and selected FDA employees, finalize timetable of activities and other reportorial requirements.

The following provides the implementation arrangements for this undertaking:

- Upon award of the contract, the team of consultants, herein referred as the service provider, shall develop the design and methods including the instruments to be used for the conduct of the project development, in consultation and upon the recommendation of the Director of Administrative and Finance Service (AFS) and Policy and Planning Service (PPS) as end-users and upon the final approval of the Director General.
- Upon approval of the design and instruments, the service provider shall proceed to the conduct of agreed research method and design.
- Assessment of the organizational capacities, competencies and change readiness by using varied and appropriate and participatory data generation approaches, i.e. interview, FGD, self-assessment and validation.
- Calibrate results of the organizational assessment to arrive at integrated results of the OA and discuss findings with the FDA management.
- The service provider shall seek the approval of Director of AFS and PPS of any changes in the implementation of the project development prior to its conduct, except for circumstances in which urgent resolve for modification is demanded, as later determined by both parties.

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- Assist the FDA management in determining its 3 year HROD plan and prioritize the one - year HROD Plan that will respond to their needs as identified through the OA and the PRIME-HRM Assessment.
- Budget schedule and timetable shall be prepared by the Service Provider and approved by FDA. Remuneration of the team members shall be determined by the service provider and shall be charged to the contracted budget. Subsequently, any adjustment or modification regarding the budget schedule and timeline must be approved by the Director General.
- The Service provider shall submit accomplishment reports and other deliverables on schedule as indicated in this TOR.
- Regular Consultations between the parties shall be made during the entire period of engagement to ensure that all concerns will be addressed.
- Present the findings and recommendations to the management of FDA represented by the Director-General

2. Strengthening the FDA Academy

FDA envisions strengthen its FDA Academy to support the learning and development needs of its human resources, as well as its clients and stakeholders.

- Identify the best-fit organization model for the FDA Academy. This process will include determining the most effective organizational structure for the Academy with its functional chart, human resource allocation per unit, and required technical competencies;
- Develop a business plan that will strengthen the FDA Academy, which shall lay-out how the Academy will serve both its internal staff and external clients. The plan shall include a 3-year financial projection that will translate its business plan and determine financial sustainability requirements;
- Develop the FDA Academy brand, marketing and promotion strategies;
- Develop the appropriate business processes for the management and implementation of the FDA Academy programs;
- Assess competency-gaps of the FDA Academy staff and other prospective staff for the Academy based on the proposed functions and required competencies of the positions identified for Academy;
- Identify specific HR/OD packages that can further support the strengthening of the FDA Academy. These packages will define appropriate and responsive human resource and organization development interventions that will support the strategic and business plans of the Academy.

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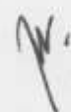
IV. Responsibilities of the Parties

The Service Provider shall assume the following obligations:

1. Designate the project lead to ensure timely delivery of outputs and the to coordinate with FDA in carrying out the services;
2. Assists to organize a team that would help the service providers gather the data that will be needed for the project development and implementation of the required deliverables based on this TOR;
3. Develop the design and methodologies that will best fit the organizational needs in terms of the required expected outputs and deliverables;
4. Seek the approval of the FDA Director General on any modifications or adjustments in the implementation of proposed project development methods prior to their conduct;
5. Submit all the mandatory accomplishments and status reports based on the agreed timelines in this TOR;
6. Maintain the confidentiality of the data and information acquired and all other related activities generated thereof, until such is determined and declassified by the FDA;
7. Shoulder the airfare or transportation expenses including incidental expenses like accommodation in activities to be conducted in the region not covered by the FDA budget.
8. Arrange and shoulder the venue for OD assessment covered by the Project.

The FDA shall assume the following obligations:

1. Provide general supervision and direction on the conduct of the project development;
2. Coordinate in organizing the team that will provide the necessary data and information both qualitative and quantitative to the Service Provider;
3. Review and approve all changes in the execution of the proposed Project implementation prior to the conduct of the activities;
4. Review and approve all project deliverables, and related activities based on the timetable and in accordance with this TOR;
5. Shoulder all transportation expenses, accommodation and other incidental expenses for FDA employees to facilitate the conduct of the activities in the regions;
6. Shoulder all expenses not covered by the Project; and
7. Create a TWG, as needed, to ensure completion of the Project.



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V. Schedule of Deliverables and Payments

Implementation of the key activities will yield the following deliverables to be signed off by the partner organization by the dates detailed below:

Activities	Deliverables	Due/Submission Dates	Percentage of Payment	Documentary Requirement for Payment
	Mobilization Fee	Start Date/NTP	10%	NTP
	Inception Report	30 cd after receipt of NTP/start date	10%	Certificate or Letter of Acceptance from FDA
Human Resource and Organizational Development				
Assessment of Organizational Capacity, Competencies, Change Readiness	OD Assessment Report	Within 60 cd from submission of Inception Report	10%	Certificate or Letter of Acceptance from FDA
HROD Plan	Competency Based Job Description Manual FDA Employees Handbook FDA Management Succession Plan	Within 120 cd from submission of OD Assessment Plan	20%	Certificate or Letter of Acceptance from FDA
FDA Academy (PPS/HRDD)				
Finding the Best-Fit Organization Model for the FDA Academy	Development of appropriate FDA Academy Business Process and Management Guide/Manual	Within 30 cd from submission of HROD Plan deliverables	10%	Certificate or Letter of Acceptance from FDA
	Development of Training Modules for FDA Academy's Resource Speakers	Within 30 cd from submission of FDA Academy Business Process and Management Guide/Manual	10%	Certificate or Letter of Acceptance from FDA
	Development of Learning Needs Assessment, and Competency Assessment and Monitoring Tools	Within 30 cd from submission of Training Modules for FDA Academy's Resource Speakers	10%	Certificate or Letter of Acceptance from FDA

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	based on Individual Development Plan			
	Development of FDA Academy branding, marketing and promotion strategies	Within 30 cd from submission of LNA and CAM tools	10 %	Certificate or Letter of Acceptance from FDA
Completion of the Project	Terminal Report	Within 30 cd from submission of developed FDA Academy branding, marketing and promotion strategies	10%	Certificate or Letter of Acceptance from FDA

VI. Completion Date: 365 calendar days

The contract will run for 12 months to commence upon receipt of Notice to Proceed (NTP).

VII. Qualifications of Consulting Firm

The company or the team of individual consultants must have the varied expertise necessary to deliver the Technical Assistance on Organizational Capacity Building for FDA. The team must have an HR and OD specialist/s and relevant experts on business process improvement, change management, and business planning.

- The Consulting Firm
 - Must be in operation for the past 5 to 10 years and certified or accredited by the CSC as accredited learning and development institution.
 - Must have a track record in the past 5 years in conducting organizational assessments for various institutions and organizations, as shown in the certificate of project completion or any proof. A minimum of 3 clients related to the Project is required.
 - Must have conducted at least one completed similar project/output of HR/OD in any government agency with Approval of Civil Service Commission within the last 5 years, including on-going projects with government agencies, as shown by the certificate of completion. The certificate shall include the value of the contract.
 - Have existing network with relevant sectoral experts (local and international), as shown by the firm's/ consultants' membership in relevant HR/OD industry association or participation in collaborative projects

- The Team Leader/Consultant
 - Must have relevant educational background on social, science, public administration human resource development studies, communications and/or marketing discipline *and* have trained or participated in any qualitative or quantitative design and methods training related to human resource development or organizational development, or project

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- management, as shown by the submitted diploma(s), certificate (s) and other documents; and
- o Must have handled at least one Similar or Related Projects as shown by the certificate or documents.

VIII. Short Listing of Eligible Consulting Firms/Consultants

The following criteria and their corresponding maximum points shall be used in the short listing of consulting firms/consultants:

Evaluation of Criteria		Maximum Points
I.	Applicable experience of the consulting Firm a. Years of Operation - 10 b. Clientele – 10 c. Completed Similar Project/Output of HR/OD in any government agency – 20 d. Existing Network with relevant sectoral experts – 10 e. CSC accredited as learning and development institution - 10	60
II.	Qualification of Team Leader a. Educational Attainment – 10 b. Projects Handled – 30	40

Bidders need to garner a rating of 60% or higher to qualify for short listing. In the event that more than 5 proponents qualify, only 5 scorers will be shortlisted and will be eligible to submit their technical and financial proposals.

To be eligible for inclusion in the short list, a consulting firm/consultants must obtain a minimum or passing total score of 60 points.

DETAILED EVALUATION CRITERIA AND SCORING FOR SHORTLISTING

APPLICABLE EXPERIENCE OF THE CONSULTING FIRM/CONSULTANTS		
CRITERIA	POINTS	PERCENTAGE WEIGHT
1. Years of operation	No. of year: <ul style="list-style-type: none"> • 9 years and above = 10 points • 6 to 8 years = 9 points • 5 years = 7 points • Less than 5 years = 0 point 	10 %

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2. Clientele within the last 5 years	No. of Client: <ul style="list-style-type: none"> • 6 clients and up = 10 points • 4 to 5 clients and up = 8 points • 3 clients = 6 points • below 3 clients = 5 points 	10 %
3. Completed Similar Project/Output of HR/OD in any government agency with Approval of Civil Service Commission (CSC) within the last 5 years (Number of Completed Projects/Outputs of similar in nature)	No. of Completed Similar Project/Output of HR/OD in any government agency with Approval of Civil Service Commission (CSC) within the last 5 years: <ul style="list-style-type: none"> • 3 projects and up = 20-points • 2 projects =15 points • 1 project = 13 points 	20 %
4. Network with relevant to HR/OD experts locally and/or internationally (Certificate of Partnership/Membership)	No. of Network: <ul style="list-style-type: none"> • 3 collaborative projects/memberships in a relevant HR/OD industry association = 10 points • 2 collaborative projects/memberships in a relevant HR/OD industry association = 5 points • 1 collaborative project/membership in a relevant HR/OD industry association = 2 points 	10 %
5. CSC-accredited learning and development institution (Certification)	<ul style="list-style-type: none"> • Accredited =10 points • Not accredited = 0 point 	10 %

QUALIFICATION OF TEAM LEADER		
CRITERIA	POINTS	PERCENTAGE WEIGHT
1. Educational Attainment	Relevant Doctor's Degree = 10 points Relevant Master's Degree = 7 points Relevant Bachelor's Degree minimum requirement = 5 points	10 %

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2. Projects Handled and Experience (Knowledgeable and experienced with PAHRODF and CSC PRIME-HRM)	With experience in using the Organizational Assessment Framework of the PAHRODF and/or CSC PRIME-HRM for a <u>national government organization</u>		30 %
	Expectation	Score	
	4 and above no. of clients	30	
	2 to 3 no. of clients	20	
	1 client only	5	
no client	0		

IX. Criteria for Selection and Evaluation of Consultant/Firm Based on Oral Presentation of Human Resource and Organizational Development Related Project/Output

The proposal shall be evaluated based on the Quality-Based Evaluation (QBE).

Short listed bidder's Technical Proposal will be further evaluated according to the following criteria:

Evaluation Criteria	Weight
1. Understanding of Objectives	10%
2. Quality of Methodology	20%
3. Recommended Intervention	25%
4. Work Programme	25%
5. Presentation	20%
TOTAL	100%

Detailed Evaluation Criteria and Scoring for Oral Presentation of HROD Related Project/Output

Time allotment: 45 minutes only

Evaluation Criteria	Expectation	Score	Validation	Weight
Plan of Approach and Methodology	<ul style="list-style-type: none"> ✓ Must demonstrate understanding on HROD principles and processes ✓ Must demonstrate competency for in-depth analysis of organizational assessment results ✓ Preferably using the systems-perspective approach ✓ Familiarity and understanding of government operations, processes, and dynamics ✓ Must have experience in dealing government offices and the bureaucracy is evident ✓ Deliverables are relevant. 		Bidder's Plan of Approach (Documents as submitted during bid opening and presented during oral presentation)	100%

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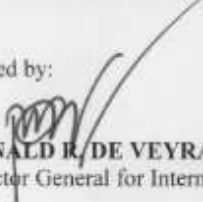
SCORING	
A. Understanding of Objectives	10
B. Quality of Methodology	20
✓ Survey and Investigation	10
✓ Design	10
C. Recommended Intervention	25
✓ Appropriateness	15
✓ Comprehensiveness	10
A. Work Programme	25
✓ Activity Schedule	5
✓ Team Organization	5
✓ Staff Matrix	5
✓ Staffing Schedule	5
✓ Estimate of Staff months	5
B. Presentation	20
✓ Clarity	5
✓ Completeness	5
✓ Graphics / Visual Aids	5
✓ Ability to Answer Queries	5
TOTAL	100

Prepared by:



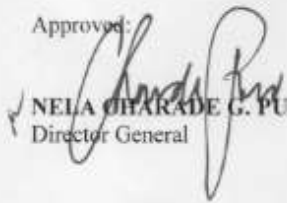
RACQUEL P. ALVENDIA, CPA, MBAH
Director III, Administrative and Finance Service

Recommended by:



ATTY. RONALD R. DE VEYRA, MBA, CESO VI
Deputy Director General for Internal Management

Approved:



NELA CHARADE G. PUNO, RPh
Director General

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

PITC BIDS AND AWARDS COMMITTEE I		
REVISED CHECKLIST OF REQUIREMENTS (TECHNICAL AND FINANCIAL DOCUMENTS)		
Name of Company:		
Project:	Consulting Services for the Organizational Development of the Food and Drug Administration (FDA)	
Bid Ref. No.	GPG-B1-2018-262	
Approved Budget for the Contract:	₱ 14,356,814.70	
Ref. No.	Particulars	
PART II: TECHNICAL AND FINANCIAL PROPOSALS/DOCUMENTS		
	TECHNICAL PROPOSALS/DOCUMENTS	
(i)	Technical Proposal Submission Form (Annex II-A)	
(ii)	<p>Bid security must be issued in favor of the Philippine International Trading Corporation, in any of the following forms:</p> <p>a) Bid Securing Declaration (Annex III);</p> <p>b) Cash or Cashier's Check or Manager's Check equivalent to at least 2% of the ABC in the amount of ₱ 287,136.29 (must be issued by a Local Universal or Local Commercial Bank);</p> <p>c) Bank Guarantee/Bank Draft of Irrevocable LC equivalent to at least 2% of the ABC in the amount of ₱ 287,136.29;</p> <p>d) Surety Bond callable upon demand equivalent to at least 5% of the ABC in the amount of ₱ 717,840.74</p>	
(iii)	Duly signed and Conformed Terms of Reference (Revised Annex II-B)	
	Consultant's Reference (Annex II-C)	
	Recommendations of the Consultants on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity (Annex II-D)	
	Description of the Methodology and Work Plan for Performing the Project (Annex II-E)	
	Team Composition and Tasks (Annex II-F)	
	Time Schedule for Professional Personnel (Annex II-G)	
	Activity (Work) Schedule (Annex II-H)	

(iv)	<p>Copy of Proof of Authority of the designated representative/s for purposes of this bidding <u>(which must be the same as submitted with Eligibility documents).</u></p> <p>(a) <u>For sole proprietorship if owner opts to designate representative/s</u> - Duly notarized Special Power of Attorney - For sole proprietorship if owner opts to designate representative/s; OR</p> <p>(b) <u>For corporation, cooperative or the members of the joint venture-</u> Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Provided that in the case of unincorporated joint venture, each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>	
(vii)	<p>Omnibus Sworn Statements (Annex IV)</p> <p>(a) Authority of the designated representative</p> <p>(b) Non-inclusion in blacklist or under suspension status</p> <p>(c) Authenticity of Submitted Documents</p> <p>(d) Authority to validate Submitted Documents</p> <p>(e) Disclosure of Relations</p> <p>(f) Compliance with existing labor laws and standards</p> <p>(g) Bidders Responsibilities</p> <p>(h) Did not pay any form of consideration</p>	
11.2	FINANCIAL PROPOSALS/DOCUMENTS	
	<p>The following Financial Proposal Forms need to be accomplished and submitted:</p> <ol style="list-style-type: none"> 1. Financial Proposal Submission Form (Annex V-A) Detailed Financial Proposal (Annex V-A1) 2. Summary of Costs (Annex V-B) 3. Breakdown of Price per Activity (Annex V-C) 4. Breakdown of Remuneration per Activity (Annex VI-D) 5. Reimbursable per Activity (Annex V-E) 6. Miscellaneous Expenses (Annex V-F) 	
<p><i>Note: In case of inconsistency between the checklist of documents for bidders and the provisions Instruction to Bidders, Instruction to Bidders shall prevail.</i></p>		