



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS
BIDS AND AWARDS COMMITTEE

REQUEST FOR PROPOSAL No. 2021-002

(Date: 24 June 2021)

Name of Consultant:/ Firm _____

Address: _____

TIN : _____

The National Commission on Muslim Filipinos (NCMF) through its Bids and Awards Committee (BAC), intends to perform a Small Value Procurement (SVP) for the Engagement of Services of a Consultant/Consulting Firm for the Creation of Information Systems for the National Commission on Muslim Filipinos (NCMF). The details of this SVP is indicated as follows:

Duration	Location	Description	ABC in PHP
Six (6) months after receipt of Notice to Proceed	NCMF-Central Office, QC City	Engagement of a Services of a of Consultant for the Creation of Information Systems for NCMF	P250,000.00

The SVP for hiring the services of consultant will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Terms of Reference (TOR) may be downloaded in the PhilGEPS website or may be requested by email using the contact information below. The project must be completed within three (3) months period reckoned from the effectivity date upon issuance of Notice to Proceed for this project.

As such, eligible individual consultant of known qualifications are invited to submit their quotations/proposals (signed by you or your duly authorized representative) with attached **Valid PhilGEPS Registration Certificate, SEC/DTI Registration, Tax Registration Certificate, and Notarized Revised Omnibus Sworn Statement** not later than **01 July 2021 at 5:00 PM**, subject to the Terms and Conditions provided in the attached Terms of Reference.

Open quotations/proposals may be submitted through email at bacsecretariat@ncmf.gov.ph. For clarification, you may contact Abdulaziz P. Abubakar with mobile number 0917-6282148.


Atty. ROLANDO T. ABO
Vice Chairman, BAC

INSTRUCTIONS

1. Accomplish this RFP correctly and accurately and submit together with the required documents.
2. Do not alter the contents of this form in any way.
- 3. Failure to attach your Curriculum Vitae will disqualify your quotation.**
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms of Reference (TOR) herein attached, I/we submit our quotation/s for the item/s as follows:

FINANCIAL OFFER

Please provide your quotation in the table below. The information stated below shall be the basis for the evaluation and calculation of your total quotation, and does not reflect the guaranteed price.

Project Name: Engagement of Services of a Consultant or Consulting Firm for the creation of Information Systems for the NCMF	
Approved Budget for the Contract (ABC)	Your Quotation/Proposal
Two Hundred Fifty Thousand Pesos (P250,000.00)	<hr/> <i>(Please state in words and in figures your quotation/proposal)</i>

Signature over printed name

Position Title/Designation

Office Telephone No/Mobile No.

Email Address

TERMS OF REFERENCE

FOR THE ENGAGEMENT OF SERVICES OF A CONSULTANT FOR THE CREATION OF INFORMATION SYSTEMS FOR THE NATIONAL COMMISSION ON MUSLIM FILIPINOS (NCMF)

1. The National Commission on Muslim Filipinos (NCMF) intends to procure and engage a consultant's services in the field of Information and Communications Technology for the creation of Information Systems (IS).

2. OBJECTIVE AND SCOPE OF WORK

To establish a Terms of Reference (TOR) for the provision of Information Systems for the selected process of the NCMF.

It will cover the automation of the issuance of Certificate of Tribal Membership (CTM) and Human Resource (HR) processes.

To ensure the smooth and timely implementation of Information Systems.

3. CONSULTANT DELIVERABLES

Conduct a review of the status of the existing process for the issuance of Certificate of Tribal Membership and Human Resource documentation;

Provide technical guidance on addressing the gaps and areas for the automation/improvement identified on the review specified above;

Provide assistance in establishing a Terms of Reference (TOR) for the provision of Information Systems for the above-cited processes.

Provide assistance in the implementation of the Information Systems.

4. TRAINING AND CONSULTANCY ACTIVITIES

The Consultant shall conduct and spearhead below activities for the creation and implementation of Information Systems:

- a) Review of the status of the priority process for automation
- b) Workshop on the flow of the target processes (CTM and HR)
- c) Technical guidance on addressing the gaps and areas for the automation/improvement of the two (2) processes
- d) Technical advice on the finalization of the Terms of Reference (TOR) of Information Systems
- e) Deployment of Information Systems

The Consultant shall also provide the timelines of activities listed above.

5. CONDITIONS AND RESPONSIBILITIES

The CONSULTANT shall:

- Conduct and facilitate the project deliverables within the agreed timeframe;

- Prepare the program and workshop designs for all the activities specified in the training and consultancy activities;
- Review the activity/workshop outputs and recommend necessary modifications for the creation of the IS;
- Provide technical advice and guidance to the End-user in the establishment and implementation of the Information Systems.

The NCMF shall:

- Designate a counterpart support team who will work closely with the CONSULTANT regarding technical and administrative requirements of the project, including the monitoring of the progress of the various activities;
- Provide logistical requirements of the project such as training and meeting venues, accommodation (when necessary), equipment (including LCD projector with desktop or laptop, computers with video conferencing software, and other items, as mutually agreed), supplies, reproduction of training materials for participants, and meals and snacks of participants and the CONSULTANT;
- Ensure that all participants have the necessary equipment (e.g., hardware and software, speakers, microphones, webcams, etc.) and reliable and uninterrupted internet connection to participate in all virtual sessions;
- Ensure implementation of relevant activities and provide End-user's support for the implementation of the Information Systems;
- Ensure availability and participation of staff/participants concerned during the conduct of the workshops and other activities necessary in the course of the project;
- Pay the project cost of Two Hundred Sixty Thousand Pesos (PHP 250,000.00) to the CONSULTANT according to the engagement fee schedule.

6. ENGAGEMENT FEE

- a. Financial proposals shall not exceed the Approved Budget for the Contract (ABC) of **TWO HUNDRED FIFTY THOUSAND PESOS ONLY (P250,000.00)** and shall be deemed to include the cost of all taxes, duties, fees, levies, and other charges (if any) imposed under applicable laws. Financial proposals received in excess of the ABC shall be automatically rejected.
- b. Payment for the total price quoted shall be made in Six (6) installments upon submission of accomplishment report based on training and consultancy activities:

Prepared by:

(Signed)
HAIDEE V. AMPATUAN, MNSA
 Director III, Planning Service

Recommending Approval:

(Signed)
TAHIR S. LIDASAN, JR., CESO II
 Executive Director

Approved by:

(Signed)
SAIDAMEN B. PANGARUNGAN
 Secretary

FORM A

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____ S.S

A F F I D A V I T

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 Philippine 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 degrees;

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 degrees;

7. [Name of Bidder] complies with existing labor laws and standards;
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];
 - e) (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 f official, personnel or representative of the government in relation to any procurement project or activity.
 - f) (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 f official, personnel or representative of the government in relation to any procurement project or activity.
9. (Name of Bidder) did not give or pay directly 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; and
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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/or identified