



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

BIDS AND AWARDS COMMITTEE

REQUEST FOR PROPOSAL No. 2023-001

(Date: 1st February 2023)

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 Strategy Refresh of the National Commission on Muslim Filipinos (NCMF). The details of this SVP is indicated as follows:

Duration	Location	Description	ABC in PHP
One (1) month after receipt of Notice to Proceed	NCMF-Central Office, QC City	Engagement of a Services of a Consultant for the Strategy Refresh of the National Commission on Muslim Filipinos (NCMF)	P300,000.00

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 one (1) month 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 **20 February 2023 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.


TAHIR S. LIDASAN JR., CESO II
BAC Chairman

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 for the Strategy Refresh of the National Commission on Muslim Filipinos (NCMF)

Approved Budget for the Contract (ABC)	Your Quotation/Proposal
Three Hundred Thousand Pesos (P300,000.00)	<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 STRATEGY REFRESH OF THE NATIONAL COMMISSION ON MUSLIM FILIPINOS (NCMF)

1. The **National Commission on Muslim Filipinos (NCMF)** intends to procure and engage a consultant's services for the strategy refresh and formulation of new strategies that are aligned with the Philippine Development Plan (PDP) and the needs of the stakeholders.

2. OBJECTIVE AND SCOPE OF WORK

To establish a Terms of Reference (TOR) for the provision of consultancy services for the strategy refresh of the Commission, to cover the formulation of Strategy Map, Roadmaps, and Revised Scorecards.

It will cover all the processes of the NCMF under the following offices and bureaus:

- Office of the Secretary
- Office of the eight (8) Commissioners
- Office of the Executive Director
- Office of the Deputy Executive Director
- Administrative Service
- Finance and Management Service
- Planning Service
- Bureau of External Relations
- Bureau of Legal Affairs
- Bureau of Muslim Cultural Affairs
- Bureau of Muslim Economic Affairs
- Bureau of Muslim Settlements
- Bureau of Pilgrimage and Endowment
- Bureau of Peace and Conflict Resolutions
- Regional and Field Offices

3. CONSULTANT DELIVERABLES

- Strategy Refresh
- Finalization of Vision, Mission, & Core Values
- Balance Scorecard and Clean-up

4. TRAINING AND CONSULTANCY ACTIVITIES

The Consultant shall conduct and spearhead the following interventions:

- a) Review the current strategic position of the NCMF;
- b) Provide technical guide in updating/and or formulation of strategic goals with corresponding indicators;
- c) Assists the NCMF in identifying organizational gaps and formulate critical actions to address them;
- d) Technical Guidance to refine the NCMF Results Framework to formulate revised roadmaps; and

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

5. PROJECT TIMELINE

This engagement shall officially commence from the date of the winning consultant has received a "Notice to Proceed" (NTP) from the NCMF.

Strategy Refresh	Within March 2023
Clean-up Session and Scorecarding	Within March 2023

6. CONDITIONS AND RESPONSIBILITIES

The CONSULTANT shall:

- Conduct and facilitate the project deliverables within the agreed timeframe;
- Provide guidelines for the preparatory work and program design for the interventions;
- Provide technical advice and guidance to the NCMF in the strategy refresh;
- Review the activity/workshop outputs and recommend necessary modification; and
- Give guidance on the cleaning up and finalization of outputs from the interventions.

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 availability and participation of staff/participants concerned during the conduct of the workshops and other activities necessary in the course of the project;
- Comply with all other additional requirements that the CONSULTANT shall request related to the strategy review;
- Pay the project cost of Three Hundred Thousand Pesos (PHP 300,000.00) to the CONSULTANT according to the engagement fee schedule.

The consultant candidates shall be rated based on the criteria below:

CRITERIA	RATING
Had previous engagement with other government agencies on the formulation of the Strategy Map and Balance Score Card.	40%
Experts in Performance Governance System and established PGS in other government agencies.	30%
Knowledgeable of the Core processes of the NCMF.	20%
Equipped with training and seminars that are necessary for performing the duties and responsibilities mentioned in the Terms of Reference.	10%
TOTAL	100%

7. ENGAGEMENT FEE

- a. Financial proposals shall not exceed the Approved Budget for the Contract (ABC) of **THREE HUNDRED THOUSAND PESOS ONLY (P300,000.00)** 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 upon submission of accomplishment report based on the sessions and consultancy activities:

Prepared by:



HAIDEE V. AMPATUAN, MNSA
Director III, Planning Service



TAHIR S. LIDASAN JR., CESO II
Executive Director