



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**  
[www.ncmf.gov.ph](http://www.ncmf.gov.ph)

**REQUEST FOR PROPOSAL**

Date: March 21, 2025  
RFQ No. 2025-01-001

Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No.: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number **(required)**: \_\_\_\_\_

The **NATIONAL COMMISSION ON MUSLIM FILIPINOS**, through its Bids and Awards Committee (BAC), intends to procure the **ICT CONSULTANT through Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

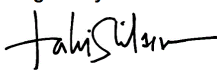
Please submit your best offer for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Proposal (RFP). Submit your quotation/proposal duly signed by you or your duly authorized representative **on or before 5:00 PM of 28 March 2025** addressed to:

**Bids and Awards Committee**  
79 Jocfer Annex Building., Commonwealth Avenue, Diliman, Quezon City, Philippines  
Telephone No.: (02) 5322-3400/Tel. No. (02) 8952-4540  
Email: [bacsecretariat@ncmf.gov.ph](mailto:bacsecretariat@ncmf.gov.ph)

Pursuant to Appendix A “Documentary Requirement for Alternative Methods of Procurement of Annex “H: of 2016 revised IRR of RA No. 9184, **the following documents are required to be submitted along with your proposal on the above set deadline** and before the issuance of the Notice of Award (for documentary requirements with stamp certified true copies from the bidder)

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted <b>after award of contract but before payment</b> .
Notarized Omnibus Sworn Statement (for ABC's above PHP50,000) <a href="#">(GPPB-Prescribed Form)</a>	If unable to have the document notarized, you may submit a signed <b>unnotarized Omnibus Sworn Statement</b> (in the prescribed template), subject to compliance therewith <b>after award of contract</b> .
PhilGEPS	Submit PhilGEPS Registration Certificate/Number
Income/Business Tax Return	Submit for ABC's above <b>PHP500,000.00</b>

For any clarification, you may email us at our email address at bacsecretariat@ncmf.gov.ph

Signed by:  
  
026437AFDF384AE...

**TAHIR S. LIDASAN JR., CESO II**  
Chairperson, Bids and Awards Committee Secretariat

**INSTRUCTIONS:**

- 1. Accomplish this RFP correctly and accurately.
- 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 and Reference (TOR) herein attached, I/we submit our quotation/s for the item/s as follows:

**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank’s LDDAP-ADA, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor’s account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank): \_\_\_\_\_

Branch: \_\_\_\_\_

Please quote your **best offer** below. Please do not leave any blank items.

**ICT CONSULTANT**

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION (INCLUSIVE OF VAT)
THREE HUNDRED FIFTY THOUSAND PESOS (PHP500,000.00)	In Words: _____ _____ _____  In Figures: _____ _____ _____

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position Title/Designation

\_\_\_\_\_  
Office Telephone No./Mobile No.

\_\_\_\_\_  
Email Address

**TERMS OF REFERENCE (TOR)**  
ICT Consultant

**I. Introduction**

This Terms of Reference (TOR) outlines the scope of work, responsibilities, deliverables, and qualifications for the ICT Consultant. The consultant will support the organization in enhancing its information and communication technology (ICT) systems, with a strong focus on software development, cybersecurity, and digital transformation to improve efficiency, security, and overall performance.

**II. Position Title: ICT Consultant**

**III. Duration and Compensation**

- a. Duration: April 2025 – January 2026
- b. Monthly Compensation: PHP 50,000

**IV. Scope of Work**

The ICT Consultant will be responsible for:

- a. **Software Development, Integration, and Security**
  - 1. Assessing and optimizing existing software applications and recommending improvements.
  - 2. Overseeing the development, customization, and integration of software solutions to meet organizational needs.
  - 3. Ensuring cybersecurity measures are in place, including secure coding practices, application security, and data encryption.
  - 4. Managing data backup, recovery solutions, and access control mechanisms.
  - 5. Conducting system performance testing, debugging, and continuous improvement of applications.
  - 6. Ensuring compliance with industry security standards, regulations, and best practices.
- b. **ICT Policies, Procedures, and Training**
  - 1. Developing and implementing ICT policies, procedures, and best practices, with a focus on software management and security.
  - 2. Conducting training sessions for staff on the usage of enterprise software, cybersecurity awareness, and best ICT practices.
  - 3. Documenting software licenses, system configurations, user guides, and operational guidelines.
  - 4. Providing technical support and troubleshooting software-related issues.
- c. **ICT Project and Procurement Support**
  - 1. Advising on software selection, procurement, and upgrades to align with business needs.
  - 2. Assisting in the development of new ICT projects, particularly in software development, automation, and digital transformation.
  - 3. Drafting Terms of Reference (TOR) for ICT software projects and procurement.
  - 4. Supporting the adoption of cloud-based solutions and enterprise applications.

**V. Required Accomplishment**

The ICT Consultant is expected to deliver the following during the contract period:

- a. Comprehensive ICT Assessment Report with recommendations for software design, development and security improvements.
- b. Updated ICT policies and procedures emphasizing software security, cloud computing, and digital transformation.
- c. Implementation of cybersecurity measures, including secure authentication, access control, and software vulnerability management.
- d. Resolution of software-related issues within the agreed service level agreement (SLA).

- e. Successful procurement and deployment of necessary enterprise software solutions.
- f. Documentation of software assets, system configurations, and operational guidelines.
- g. Drafted TORs for software projects and procurement.
- h. Final Report summarizing achievements, challenges, and recommendations for future ICT improvements.

**VI. Qualifications and Experience**

- a. Bachelor’s Degree in Information Technology, Computer Science, Software Engineering, or a related field.
- b. At least 5 years of relevant experience in ICT consulting, software development, or IT management.
- c. Proven expertise in software development, enterprise application management, and system integration.
- d. Strong knowledge of cybersecurity frameworks, secure coding practices, and compliance requirements.
- e. Experience in ICT project management and implementation.
- f. Ability to train and guide non-technical staff on enterprise software usage and ICT best practices.
- g. Excellent problem-solving and communication skills.

**VII. Criteria for Hiring**

Candidates for the ICT Consultant position will be evaluated based on the following criteria:

Criteria	Rating
Possession of a relevant degree in IT, Computer Science, or Software Engineering	20%
Number of years in ICT consulting, software development, and cybersecurity	25%
Proven experience in enterprise applications, system administration, cybersecurity, and IT project management	25%
Ability to conduct software training sessions and effectively communicate technical knowledge	15%
Demonstrated ability to troubleshoot software issues and propose innovative solutions	15%

**VIII. Reporting and Coordination**

The ICT Consultant will report directly to Mr. Abdulaziz P. Abubakar, Division Chief, MISD. Regular progress updates will be required through written reports, meetings, and consultations.

**IX. Confidentiality**

The consultant shall maintain strict confidentiality regarding all ICT-related matters and sensitive organizational data. Any breach of confidentiality will result in termination of the contract.

**X. Evaluation Criteria**

Performance will be assessed based on:

- a. Timely delivery of required accomplishments.
- b. Quality and effectiveness of ICT recommendations and implementations.
- c. Responsiveness to technical support requests.
- d. Improvement in ICT security, system efficiency, and software usability.
- e. Feedback from staff and management.

**XI. Termination Clause**

Either party may terminate the contract with a 30-day written notice. In cases of non-performance, misconduct, or breach of contract terms, the agreement may be terminated immediately.