



REQUEST FOR PROPOSAL (RFP) No. 02-24-1R

CONSULTANCY SERVICES FOR THE PREPARATION OF THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) STRATEGIC PLAN AND PROGRAM DEVELOPMENT 2024-2029

1. The Bureau of Agricultural and Fisheries Engineering (BAFE) through its Bids and Awards Committee for Consulting Services, intends to engage the services for the Preparation of the Bureau of Agricultural and Fisheries Engineering (BAFE) Strategic Plan and Program Development 2024-2029 through the employment of Section 53.9 (Negotiated Procurement – Small Value Procurement) of 2016 Revised Implementing Rules and Regulations of Republic Act 9184. Details of the project are in the Terms of Reference (TOR), attached hereto as Annex A.
2. The **Approved Budget for the Contract (ABC) is Six Hundred Five Thousand Pesos (Php 605,000.00)**, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs. The consultant is given One Hundred Twenty-Five (125) working days to prepare and submit the required outputs from the date of receipt of the Work Order (WO) from BAFE. Proposals received in excess of the ABC shall be automatically rejected at the financial proposal opening.
3. Interested Bidders are required to submit in sealed envelopes, one (1) set of original copies, one (1) set of photocopies, and one (1) set of scanned copies (in PDF) saved in a clean flash drive of the following to the BAFE-Bids and Awards Committee (BAFE-BAC) for Consulting Services on or before **March 13, 2024, 12:00 NN**, at BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City. Late submissions shall not be accepted.

A. ELIGIBILITY OF THE PROSPECTIVE BIDDER/S

Class “A” Documents

Legal Documents

1. Valid DTI Registration (Certified True Copy)*
2. Valid Mayor’s/Business Permit (Certified True Copy)*
*For individual bidders, only the BIR Certificate of Registration shall be submitted instead of DTI Registration and Mayor’s Permit;
3. Proof of PhilGEPS Registration (Certified True Copy);
4. Valid Professional Tax Receipt (Certified True Copy);
5. Latest Income Tax/Business Tax Return (Certified True Copy);
6. BIR Certificate of Registration (Certified True Copy);
7. Proof of Authority to Practice Profession (Authenticated/Certified True Copy of PRC ID or equivalent); and
8. Omnibus Sworn Statement using GPPB prescribed Form (notarized)
The Omnibus Sworn Statement shall be accompanied by a duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable, granting the representative of the bidder authority to execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the subject procurement.





Technical Documents

1. Statement of the bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by GPPB, supported with a Certified True Copy of Satisfactory Service Rendered/Certificates of Completion
2. Original and Signed Curriculum Vitae (CV) of the key personnel to be assigned to the project which indicates educational background and relevant experience supported with training certificates
3. Plan of Approach and Methodology

B. FINANCIAL DOCUMENTS

1. The consultant’s Audited Financial Statements, showing, among others, the consultant’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

4. Sealing and Marking of Bids/Proposals:

- The Bidder shall submit one (1) original eligibility and technical documents which shall be sealed in one (1) envelope marked as **“ORIGINAL TECHNICAL COMPONENT”** and one (1) set of Financial Documents (Financial Proposals) which shall be sealed in one (1) envelope marked as **“ORIGINAL FINANCIAL COMPONENT”**. Both envelopes shall be placed in one (1) outer envelope marked as **“ORIGINAL DOCUMENTS - ENVELOPE 1”**.
- Bidder must arrange each bid document into sections with tabs properly labeled separating each document according to the provided checklist..
- Both envelopes shall be marked as **“ORIGINAL DOCUMENTS -ENVELOPE 1”**
- The Bidder shall also submit **one (1) set of photocopies** and **one (1) set of scanned/soft copies (saved as PDF in flash drive)** of the Original Documents. These documents shall be enclosed in **one (1) envelope marked as “Copy 1”**.
- **All two (2) envelopes (“Original Documents - ENVELOPE 1” and “Copy 1”)** shall be sealed in **one (1) OUTER ENVELOPE** and shall be labeled with the **[PROJECT TITLE]** and the **[BIDDER’S NAME]** and **[ADDRESS]**.

5. The schedule of bidding activities shall be as follows:

ACTIVITIES	SCHEDULE	
	DATE	TIME
Posting of the Request for Proposal	March 6, 2024	N/A
Deadline of submission of Bids/Proposals ¹	March 13, 2024	12:00 NN
Opening of Bids/Proposals (Legal and Technical Documents)	March 13, 2024	1:00 PM
Opening of Bids/Proposals (Financial Documents)	March 20, 2024	1:00 PM

¹Eligibility, Technical, and Financial Proposals



6. Bidding will be conducted through simultaneous opening and evaluation of the legal requirements and technical proposals which will be opened using the non-discretionary “pass/fail” criterion as specified in the Revised IRR of RA 9184.
7. Proposals shall be evaluated using the Quality-Cost Based Selection/Evaluation (QCBS/QCBE) procedure at a weight ratio of 80% for the Technical Proposal and 20% for the Financial Proposal. The detailed criteria and rating system for evaluation are provided in the TOR.

The technical proposal together with the financial proposal shall be considered in the evaluation of consultants. The technical proposals shall be evaluated first. The financial proposals of the Consultants who meet the minimum score for Technical Proposal shall then be opened.

8. In case two or more bidders are determined to have submitted the Highest Rated and Responsive Proposal, the BAFE shall adopt and employ “draw lots” as the tie-breaking method to resolve such occurrence in accordance with GPPB Circular 06-2005.
9. The complete set of Request for Proposal and TOR may be acquired by interested Consultants at the BAC Secretariat, c/o Procurement Section, BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the BAFE.
10. The **BAFE** reserves the right to accept or 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 RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. The **BAFE** shall in no case be held responsible or liable for any and all costs incurred by the bidder.
12. For further information, please contact the BAC Secretariat:
Procurement Section
Sugar Center, Annex II Building Extension, North Avenue
Diliman, Quezon City
bafe.procurement@gmail.com
(02) 8924-9741

(ORIGINAL SIGNED)
LOURDES C. BONIFACIO
Chairperson, Bids and Awards Committee (BAC)





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TERMS OF REFERENCE

CONSULTANCY SERVICES FOR THE PREPARATION OF THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) STRATEGIC PLAN AND PROGRAM DEVELOPMENT 2024-2029

I. GENERAL INFORMATION

Service/Work Description	: Bureau of Agricultural and Fisheries Engineering (BAFE) Strategic Plan and Program Development 2024-2029
Project/Program Title	: Procurement of Consultancy Services for the Formulation of the Bureau of Agricultural and Fisheries Engineering (BAFE) Strategic Plan and Program Development 2024-2029
Post Title	: Consultant (Individual)
Duty Station	: Office of the Director - Bureau of Agricultural and Fisheries Engineering
Duration	: One hundred twenty-five (125) Working Days

II. CONTEXT AND BACKGROUND¹

Republic Act No. 10601 otherwise known as the Agricultural and Fisheries Mechanization (AFMech Law)² was enacted to promote the agricultural and fisheries mechanization development in the country. By virtue of its Section 24, the Bureau of Agricultural and Fisheries Engineering (BAFE) was created as a regular Bureau of the Department of Agriculture (DA) under the supervision of the DA Undersecretary. Further, the BAFE shall perform the following functions and responsibilities:

- Coordinate, oversee and monitor the national planning and implementation of agri- fisheries engineering, farm-to-market road and other agri-fisheries infrastructure projects;
- Assist in the national planning, coordination and implementation of the national agri-fisheries mechanization programs;

¹ With excerpts from the BAFE website. [Mandate and Functions | Bureau of Agricultural and Fisheries Engineering](#)

² The AFMech Law requires "All concerned bureaus and attached agencies of the DA implementing agri-fishery and infrastructure projects (to) review and modify their organizational structure and staffing pattern with the end-in-view of strengthening the provision of agricultural engineering services as part of the overall network of the BAFE. The AFMech Law of 2013 supports the AFMA Law of 1997, specifically Sec. 46, i.e., mandating the DA and LGUs to "strengthen agricultural engineering groups to provide necessary technical and engineering support xxx."



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- c) Prepare, evaluate, validate and recommend engineering plans, designs and technical specifications on agri-fisheries mechanization and infrastructure projects;
- d) Oversee and provide technical assistance to the operations of the agricultural engineering divisions of the DA regional field units;
- e) Coordinate and integrate all agricultural and fisheries engineering activities of the DA bureaus, attached agencies and corporations;
- f) Coordinate and monitor the enforcement of standards and other regulatory policies on agricultural and fishery engineering;
- g) Implement accreditation and registration scheme for agriculture and fishery machinery, tools and equipment, in coordination with technology generators;
- h) Issue permits to operate to agriculture and fishery tools and equipment manufacturers, fabricators, assemblers and importers; and
- i) Promulgate and implement accreditation guidelines for testing centers.

BAFE was organized³ and became functional in 2018, however, its full-pledged Director and Assistant Director were appointed only in 2019. The BAFE has three (3) technical divisions⁴, the 1) Engineering Plans, Designs, and Specifications Division (EPDSD); 2) Programs and Projects Management Division (PPMD); and 3) Standards Regulation and Enforcement Division (SRED) and 4) Administrative and Finance Division. Supplementary to these divisions, in 2022, the BAFE created two interim technical divisions: 5) Special Engineering Programs and Projects Division (SEPPD) and 6) Planning, Knowledge Management and Digitalization Division (PKMDD).

A short-term planning and program development consultant will be engaged to provide technical assistance to the Bureau in the formulation of its Strategic Plan and Program Development 2024-2029.

III. OBJECTIVES

The consulting engagement aims to enable the facilitation, formulation, and completion of the BAFE six-year strategic plan covering the period 2024 to 2029 while enhancing the plan and program development competencies of concerned BAFE personnel.

IV. EXPECTED RESULTS

By the end of the contract period under this Terms of Reference (TOR), the Consultant is expected to produce the Bureau's strategic plans and programs that will be implemented for the year 2024 to 2029.

³ Based on NAFMP Status Report, November 2019.

⁴ [Divisions Functions | Bureau of Agricultural and Fisheries Engineering \(www.bafe.da.gov.ph\)](http://www.bafe.da.gov.ph)



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V. SCOPE OF WORK

The scope of work of the individual consultant will include, but not limited to:

- 1) Review the mandate of the BAFE and its regional counterpart.
- 2) Consult the BAFE Management and Technical Working Group (TWG) for input throughout the process.
- 3) Undertake a situation analysis of the BAFE, its regional counterpart, DA Central Office, Regional Field Offices, private sector stakeholders, and farmers.
- 4) Through a consultative process and application of appropriate analysis tools, identify focus areas and develop strategic objectives and key result areas.
- 5) Review institutional capacity and set-up of BAFE and its regional counterpart against their mandates and identify strategic objectives and key result areas and make recommendations, if any.
- 6) Ensure integration and alignment between all Divisions of BAFE, including its regional counterpart.
- 7) Propose a strategy for achieving strategic objectives and key results.
- 8) Develop a Result and Resources Framework and Monitoring and Evaluation Framework for the planned period.
- 9) Share drafts on all components of the BAFE Strategic Plan and Program Development 2024-2029 with the BAFE Management and TWG for feedback along the development process including the blue copy.
- 10) Finalize and validate the Strategic Plan.

VI. EXPECTED OUTPUTS AND DELIVERABLES

The consultant will undertake the following activities with corresponding deliverables:

	Deliverables/Outputs	Review and Approvals Required	Weight of Deliverable
1	Inception plan/work plan and methodology with clearly defined timelines and outputs presented to the BAFE Management and TWG	BAFE Management and TWG	20%
2	Drafting and submission of first draft strategic plan and program to the BAFE Management and TWG	BAFE Management and TWG	20%
3	Submit Second Draft BAFE Strategic Plan and Program Development 2024-2029 to the BAFE Management and TWG	BAFE Management and TWG	20%
4	Prepare final version of the BAFE Strategic Plan and Program Development 2024-2029	BAFE Management and TWG	25%



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5	Completion Reports	BAFE Management and TWG	15%
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VII. SCHEDULE

The BAFE Strategic Plan and Program Development 2024-2029 shall be completed based on the prescribed timetable below. The work shall commence upon the receipt of Work Order (WO).

ACTIVITY	Duration in Days	Review Period	Revision Period
Inception plan/work plan (IP/WP) and methodology with clearly defined timelines and outputs presented to the BAFE Management and TWG	15 working days upon receipt of WO	5 working days upon receipt of IP/WP	3 working days upon receipt of inputs
Drafting and submission of first draft strategic plan and program to the BAFE Management and TWG	30 working days upon receipt of approved IP/WP	10 working days upon receipt of the First Draft	5 working days upon receipt of inputs
Submit Second Draft BAFE Strategic Plan and Program Development 2024-2029 to the BAFE Management and TWG	30 working days upon receipt of revised First Draft	10 working days upon receipt of the revised First Draft	5 working days upon receipt of inputs
Prepare final version of the BAFE Strategic Plan and Program Development 2024-2029	35 working days upon receipt of the Second Draft	10 working days upon receipt of the Second Draft	5 working days upon receipt of inputs
Completion Report	15 working days upon receipt of the final version		
Total	125 working days		

The project duration or schedule is based on working days and shall exclude client's review and approval. The BAFE shall be provided with a copy of each deliverable for review and comments, and revision by the consultant based on the review and revision period shown on the above matrix.



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VIII. REPORTING AND COORDINATION

The Consultant will report the monthly progress directly to the BAFE Director and the Assistant Director together with the Technical Working Group. The output will be based on tranches submitted.

IX. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PROCUREMENT

The **Approved Budget for the Contract (ABC)** is **Six Hundred Five Thousand Pesos (PhP 605,000.00)**, inclusive of all applicable government taxes, and shall include all remunerations, cost or profits arising from or in relation to the services rendered in connection with and or in preparation for this engagement, such as data purchases, focus group discussions, small group seminar presentations, and other meetings.

The mode of procurement shall be Small Value Procurement (SVP), as provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184.

X. DURATION OF ENGAGEMENT, REMUNERATION, TIMELINES, DELIVERABLES AND PAYMENT SCHEME

The consulting engagement will be for a maximum of one hundred twenty-five (125) working days. The remuneration of the Consultant will be packaged as output based and will be procured through bidding of specialized consultants. Payment will be released in tranches.

The following are the expected deliverables from the selected consultant and the corresponding schedule of payment:

Deliverable/ Output	For Submission to BAFE	Duration in Days
A. Inception plan/work plan and methodology with clearly defined timelines and outputs	<ul style="list-style-type: none"> Three (3) originally signed document (hardcopy) Soft Copy of the document in PDF sent via email to pkndd@bafe.da.gov.ph 	15 working days
B. Drafting and submission of first draft strategic plan and program to the BAFE Management and TWG	<ul style="list-style-type: none"> One (1) printed copy of the draft document Softcopy of the document in editable format (MS Word or Google Document) sent via email to pkndd@bafe.da.gov.ph 	30 working days



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Deliverable/ Output	For Submission to BAFE	Duration in Days
C. Submit Second Draft BAFE Strategic Plan and Program Development 2024-2029 to the BAFE Management and TWG	<ul style="list-style-type: none"> One (1) printed copy of the draft document Softcopy of the document in editable format (MS Word or Google Document) sent via email to pkmdd@bafe.da.gov.ph 	30 working days
D. Prepare final version of the BAFE Strategic Plan and Program Development 2024-2029	<ul style="list-style-type: none"> One (1) printed copy of the final document in publication form Softcopy of the document in PDF sent via email to pkmdd@bafe.da.gov.ph 	35 working days
E. Completion Report	<ul style="list-style-type: none"> Three (3) originally signed document (hardcopy) 	15 working days
TOTAL		125 working days

First Progress Payment (35% of the total) upon acceptance of Deliverable A.
 Second Progress Payment (40% of the total) upon acceptance of Deliverable D (with prior submission of Deliverables B and C on the set timeline as prerequisites).
 Third Progress Payment (25% of the total) upon acceptance of Deliverable E.

XI. QUALIFICATION REQUIREMENTS

The Consultant must possess the following:

- Educational Background
 - a) Graduate of Bachelor of Science in agricultural and fisheries-related course;
 - b) With Master's Degree or Doctor of Philosophy in agricultural and fisheries related or Management fields;
- Work/Professional Experience:
 - a) With at least five (5) years of relevant experience on strategic plan formulation and program development of government agencies (Local or international engagement); and
 - b) Preferably with educational and similar engagement relevant to Strategic Planning of agencies in the agricultural and fisheries sector specifically in the agri-fisheries mechanization and infrastructure development subsector;



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- Preferably with a background in Agricultural and Biosystems Engineering indicated in their Curriculum Vitae.
- Individual consultancy service. Individual Consultant affiliated to a Consultancy Firm is accepted.
- Must be a Filipino citizen;
- Shall be registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.

The Consultant shall meet all the requirements set by the Government Procurement Reform Act (R.A. 9184) to be eligible to participate in the procurement.

The bidding is open to all individual consultants who are legally registered in the PhilGEPS.

A. Eligibility of the prospective bidder/s

To determine if the prospective bidder is eligible to participate, legal, technical, and financial documents shall be submitted, as stated in the Invitation to Apply for Eligibility and to Bid (IAEB) and the Instructions to Bidders (ITB), and required documents pursuant to Section 24.1 and 24.3 of the revised IRR of R.A. No. 9184. Only the following documents shall be required by the BAC, using the forms prescribed in the Bidding Documents:

Class "A" Documents

Legal Documents

1. Valid DTI Registration (Certified True Copy);
2. Valid Mayor's/Business Permit (Certified True Copy);
*For individual bidders, only the BIR Certificate of Registration shall be submitted instead of DTI Registration and Mayor's Permit;
3. Proof of PhilGEPS Registration (Certified True Copy);
4. Valid Professional Tax Receipt (Certified True Copy);
5. Latest Income Tax/Business Tax Return (Certified True Copy);
6. BIR Certificate of Registration (Certified True Copy);
7. Proof of Authority to Practice Profession (Authenticated/Certified True Copy of PRC ID or equivalent); and
8. Omnibus Sworn Statement using GPPB prescribed Form (notarized)

The Omnibus Sworn Statement shall be accompanied by a duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable, granting the representative of the bidder authority to execute



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and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the subject procurement.

Technical Documents

1. Statement of the bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by GPPB, supported with a Certified True Copy of Satisfactory Service Rendered/Certificates of Completion
2. Original and Signed Curriculum Vitae (CV) of the key personnel to be assigned to the project which indicates educational background and relevant experience supported with training certificates
3. Plan of Approach and Methodology

Financial Documents

1. The consultant’s audited financial statements, showing, among others, the consultant’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

B. Shortlisting of eligible bidders

For eligibility and shortlisting purposes, the consultant must submit the legal, technical and financial documents under Section 24 of the IRR of the RA. 9184.

Only eligible bidders will be considered for shortlisting. Pursuant to Section 24.5.3 of the revised IRR of R.A. 9184, the following criteria shall be considered in short listing the eligible prospective bidders:

Criteria	Minimum Qualification	Bases	Weight (%)
Qualification of the Bidder	Master’s Degree or Doctor of Philosophy in agricultural and	Original and signed curriculum vitae submitted indicating	70%



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	fisheries related or Management fields At least five (5) years similar or relevant work experience on consultancy for the agriculture and fisheries sector	relevant work experience and educational background, publication track record, and training attended supported by certificates of attendance/ participation.	
Overall work commitment	At most 5 ongoing projects (including awarded but not yet started contracts)	Original and signed records of on-going (including awarded but not yet started contracts) and previous engagements	30%
TOTAL			100%

The top three bidders with at least 50 percent (%) overall score on the above-mentioned criteria will be shortlisted.

C. Evaluation of the Shortlisted Bidder

The technical and financial proposals of the shortlisted bidders will be evaluated using the Quality-Cost Based Evaluation/Quality-Cost Based Selection (QCBE/QCBS) pursuant to the pertinent provisions of R.A. No. 9184.

Criteria	Bases	Weight (%)
Qualification of the Bidder	As specified in the qualifications above, and the submission of a duly notarized Omnibus Sworn Statement using the prescribed format of R.A. No. 9184	25%
Experience and capability of the Bidder		25%
Plan of approach and methodology	Timelines, clarity, feasibility, innovativeness and comprehensives of the written proposal and the overall quality of proposed work	50%
TOTAL		100%



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The technical proposal shall be given a weight of 80% while the financial proposal with a weight of 20%. The consultant obtaining the highest total score shall be declared as the bidder with the Single/Highest Rated and Responsive Bid.

XII. CONFIDENTIALITY OF DATA AND INFORMATION

The Consultant shall be engaged by the BAFE and shall submit outputs directly to the designated project leader within BAFE for review and endorsement for payment. The Consultant shall not use nor disseminate these documents for their own/personal purposes without the written consent of the BAFE. All materials, data, and information used and generated through the survey shall be under the sole ownership of the BAFE. The contractor shall, at all times, keep the confidentiality of such materials, data, and information, and shall not use nor disseminate these material, data, and information for their own research purposes without the written consent of the BAFE.

XIII. LIQUIDATED DAMAGES

If the Consultant fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.



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Prepared by:


ENGR. JENNIFER M. SALAYON
 Planning Officer III, PKMDD

Reviewed by:


ENGR. ARNEL L. TENORIO
 Chief, PKMDD

Recommending Approval:


ENGR. JUANA T. TAPEL
 Director III

Approved by:


Engr. ARIODEAR C. RICO
 Director IV



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Annex A. Detailed Rating Criteria for Shortlisting Eligible Prospective Bidder/s

CRITERIA	PARAMETERS	RATING SYSTEMS		RATING
Qualification of the Bidder (70%)	Educational Attainment (30%)	100	Doctor of Philosophy in agricultural and fisheries related or Management fields	
		80	Holder of a degree lower than Doctor of Philosophy in agricultural and fisheries related or Management fields	
		0	Holder of a degree in not related field	
	Work Experience (40%)	100	More than five (5) years of work experience in consultancy for the agriculture and fisheries sector	
		50	At least five (5) years of work experience in consultancy for the agriculture and fisheries sector	
		0	No related work experience in consultancy for the agriculture and fisheries sector	
	Proven Consultancy Engagement (30%)	100	With at least two (2) related experience in consultancy ⁵ and proof submitted	
		40	With one (1) related experience in consultancy and proof submitted	
		0	With no consultancy engagement	
Current workload relative to capacity (30%)	Number of on-going projects (including awarded but not yet started contracts) (100%)	100	With 0-2 number of on-going projects	
		80	With 3-5 on-going projects	
		0	With more than 5 on-going projects	

⁵ related experience pertains to either similar (i.e., strategic planning) or relevant (e.g., development planning, agency multi-year planning, etc.)



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Annex B. Detailed Rating Criteria for Bid Evaluation of Shortlisted Bidder/s

CRITERIA	PARAMETERS	RATING SYSTEMS		RATING
Qualification of the Bidder (25%)	Educational Attainment (20%)	100	Doctor of Philosophy in agricultural and fisheries related or Management fields	
		80	Holder of a degree lower than Doctor of Philosophy in agricultural and fisheries related or Management fields	
		0	Holder of a degree in not related field	
	Work Experience (40%)	100	More than five (5) years of work experience in consultancy for the agriculture and fisheries sector	
		50	At least five (5) years of work experience in consultancy for the agriculture and fisheries sector	
		0	No relevant work experience in consultancy for the agriculture and fisheries sector	
	Proven Consultancy Engagement (40%)	100	With at least two (2) similar experience in consultancy ⁶ and proof submitted	
		50	With one (1) similar experience in consultancy and proof submitted	
		20	With any relevant experience in consultancy ⁷ and proof submitted	
		0	With no consultancy engagement	
Experience and capability of the Bidder	Engagement with private companies/institutions	100	With at least two (2) consultancy engagement on strategic planning with proof submitted	

⁶ similar experience in consultancy pertains to consultancy engagements that are focused on strategic planning

⁷ relevant experience in consultancy pertains to consultancy engagements on development planning, agency multi-year planning, among others.



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(25%)	(40%)	50	With less than one (1) consultancy engagement on strategic planning with proof submitted	
		0	With no consultancy track record in government agencies	
	Engagement with government agencies/ institutions (60%)	100	With at least two (2) consultancy engagement on strategic planning with proof submitted	
		50	With less than one (1) consultancy engagement on strategic planning with proof submitted	
		0	With no consultancy track record in government agencies	
	Plan of Approach and Methodology (50%)	Comprehensiveness of Plan and Approach (70%)	100	Outstanding Characteristics under "outstanding" are present with additional activities/recommendations that add value to the project. Important issues are approached in an innovative and efficient way, indicating that the offeror has understood the main issues of the assignment and has outstanding knowledge of new solutions. The proposal details ways to improve the results and the quality of the assignment by using various approaches, methodologies, and knowledge.
90			Very Satisfactory The proposed approach is discussed in full detail, and the methodology is specifically tailored to the characteristics of the assignment and flexible enough to allow its adaptation to changes that may occur during project execution.	
80			Satisfactory The steps to carry out the different activities of the TOR are discussed generically. The approach is standard	



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			and not specifically tailored to the assignment Although the approach and methodology are suitable, they don't include a discussion on how the offer proposes to deal with critical characteristics of the assignment.	
		0	Unsatisfactory The approach and methodology are not acceptable for this project and not compliant with the specifications stated in the TOR.	
	Timetable of Deliverables (30%)	100	Very Good The deliverables are for submission at least two to four days before the required timeline and schedule set by the BAFE.	
		80	Good The deliverables are for submission on the day of the schedule set by the BAFE.	
		0	Poor The proposal indicates late submission of the required deliverables.	