



REPUBLIC OF THE PHILIPPINES

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

BID BULLETIN NO. 01

PROCUREMENT OF CONSULTING SERVICES FOR THE CONDUCT OF VALUE METHODOLOGY ASSOCIATE (VMA) PROGRAM AND VMA CERTIFICATION FOR NEDA TECHNICAL STAFFS/MANAGERS

TO : PARTICIPATING SHORTLISTED CONSULTANT/S

Hereunder are the clarifications raised during the Pre-Proposal/Bid Conference conducted on 20 December 2018 for subject procurement:

Particulars	Clarification/Amendment
1. Section 2.4 (<i>Scope of Works</i>), Terms of Reference (TOR)	<p>The VMA Examination, or any other similar examination, shall be taken by those who completed the VMF1 Course under this procurement and shall be offered to those who have undergone previous accredited VE/VA workshops/programs, as mentored by a Certified Value Specialist (CVS), subject to assessment by the Consulting Firm and based on the prioritization by NEDA.</p> <p>The Consulting Firm shall also recommend the criteria for prioritization of the NEDA technical staffs/managers who will be accommodated to the VMA Examination.</p> <p>The number of NEDA technical staffs/managers to undergo the VMA Certification courses/modules/programs and the VMA Examination indicated in the TOR is the minimum required for the Study.</p>
2. Section 2.4 (<i>Scope of Works</i>), TOR	<p>The Consulting Firm shall provide NEDA, for payment and documentation purposes, two (2) copies of the complete certification program modules and other materials provided to the participants.</p>
3. Section 4.2 (<i>Qualification Requirements for Experts/Project Team</i>), TOR	<p>The Consulting Firm, if it deems necessary, may propose additional experts consistent with their proposed methodology without additional cost to NEDA. The number of experts indicated in the TOR is the minimum number required for the Study.</p>

4. Section 4.5 (<i>Technical Evaluation Criteria</i>), TOR	<p>The Consulting Firm shall include in the Technical Proposal the SAVE International membership, or any other similar international membership, its benefits, and requirements/qualifications therefor.</p> <p>The Technical Proposal shall discuss in details how the online VMA Examination will be conducted, and shall cover the required accommodations and physical set-up, e.g., appropriate examination rooms, fast/reliable internet service, laptops.</p>
5. TPF 6, Bidding Documents	<p>The Consulting Firm may use the attached supplemental format for TPF 6 (see attached). This is to facilitate the Technical Working Group in the evaluation of technical proposals, particularly on the employment record of the nominated experts.</p>
6. Submission of Technical and Financial Proposals	<ul style="list-style-type: none"> • Indicate the number of NEDA technical staffs/managers to undergo the VMA Certification courses/modules/programs and the VMA Examination; • Indicate the <u>actual person-months of experience</u> and <u>actual person-hours or person-days of trainings</u> of the nominated experts; • For the Nominated Experts, related trainings acquired and conducted shall be considered under the Experts' Training and Experience, respectively. For Consulting Firm, trainings related to VE/VA / VA Methodology refer to those facilitated/conducted by the Firm within the last five (5) years (Item 4.1 of TOR); • Bid Security may be in any of the following (Section 27.2 of the 2016 IRR of RA 9184): <ol style="list-style-type: none"> 1. <u>Bid Securing Declaration</u> – duly notarized and the affiant has provided a government-issued ID (Note: CTC is not accepted as a competent evidence of identity); <u>or</u> 2. <u>Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit</u> (2% of the ABC) – PHP170,560.00; <u>or</u> 3. <u>Surety Bond</u> (5% of the ABC) – PHP426,400.00. • The Financial Proposal shall be inclusive of 12% VAT; • Use <u>up to date forms</u> (follow the format of the forms included in the bidding documents) and ensure that these are properly notarized (e.g. CV

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	<p>of nominated experts, Omnibus Sworn Statement, Bid Securing Declaration);</p> <ul style="list-style-type: none"> • Update/renew expiring/about to expire eligibility requirements/documents; and • Consultants should pay the applicable fee for the Bidding/Proposal Documents not later than the submission of their proposals/bids.
7. Deadline for Submission of Proposal/Bid and Schedule of Proposal/Bid Opening, respectively	<p>Proposal/Bid Submission 15 January 2019, 12:00 NN.</p> <p>Proposal/Bid Opening 15 January 2019, 12:30 P.M.</p> <p>Bid Opening will be at the OADG-IP Conference Room, 4th Floor, NEDA-sa-Pasig Building.</p>

Issued on 07 January 2019, Pasig City.


JONATHAN L. UY
 Assistant Secretary
 and Chairperson, NBAC-CS


TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project (in months and years with detailed description/discussion on the nature and scope of work). Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained.]

Degree Program	Degree Obtained	Start Date	End Date

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last twenty years (in man-months), also indicate role played and types of activities performed and client references, where appropriate. Failure to indicate details of role and duration shall merit zero points.]

A. Employment

Start Date (Month, Year)	End Date (Month, Year)	Employer	Official Position

B. Projects Undertaken

See Corresponding Annex: *Projects Undertaken by Nominated Expert*

C. Training Attended

See Corresponding Annex: *Trainings Attended by Nominated Expert*

Trainings Attended:

[Summarize trainings/seminars attended as participant indicating topic and specific duration (in hours/days).
Failure to indicate details shall merit zero points.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

[Signature of staff member and authorized representative of the firm] Date: _____
Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

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 was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.