



**REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRADE AND INDUSTRY  
Bids and Awards Committee  
(Bid Reference No. 21-025)**

**Request for Proposal for Negotiated Procurement  
Consulting Service for the Feasibility Study on the Industry 4.0 Pilot Factory**

1. In view of the two (2) failed public biddings, the Department of Trade and Industry (DTI) Bids and Awards Committee (BAC) invites interested bidders to submit proposal in the negotiation for the **Consulting Service for the Feasibility Study on the Industry 4.0 Pilot Factory** with an Approved Budget for the Contract (ABC) of **Ten Million Pesos (PhP10,000,000.00)** in accordance with Section 53.1 of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act."

For more details on this project, please refer to attached Terms of Reference (Annex A).

2. Negotiated Conference will be on **16 August 2021, 9:30 AM** through video conferencing, which shall be open to all prospective bidders. The Zoom Meeting Details are:

**Join Zoom Meeting**

<https://zoom.us/j/95571723726?pwd=bTFTTGhnMWd2SHJWV2l2WEc2Sj29>

Meeting ID: 955 7172 3726

Passcode: 597696

3. The Eligibility documents, Technical Proposal Forms (Annex B) and Financial Proposal Form (Annex C) shall be submitted in a separate envelope on or before **25 August 2021, 9:00 AM** through video conferencing or webcasting via Zoom, which shall be open to prospective bidders. The Zoom Meeting Details are:
4. Opening of the eligibility documents and technical proposal will be on **25 August 2021, 9:30 AM** and the opening of the financial proposal will be on **31 August 2021, 9:30 AM** at the Center Conference Room, Trade & Industry Building, 361 Sen. Gil Puyat Avenue, Makati City.

The Zoom Meeting Details for 25 August 2021

<https://zoom.us/j/99969115122?pwd=Z3ljdVJTXJWc1h1R3ozQXNRSTBqdz09>

Meeting ID: 999 6911 5122

Passcode: 398003

The Zoom Meeting Details for 31 August 2021:

<https://zoom.us/j/99731664323?pwd=cXlEjN1MEsrc2huNVlvZUtvdxBhUT09>

Meeting ID: 997 3166 4323

Passcode: 892596

5. The bidders may submit their bids in any of the following form:
  - 5.1. Physical submission of the documents on the address stated below; or
  - 5.2. Electronic submission of bids with the following guidelines:
    - 5.2.1. The Bidder shall submit three (3) set of files of the same documents in PDF format, NOT EDITABLE, with different individual password before the set deadline. The Encryption Key and Password shall be submitted during the opening of the bids of the concerned bidder.
    - 5.2.2. The Bidder shall have the full responsibility on securing the files submitted are not corrupted. The DTI-BAC shall have three (3) attempts to open the submitted files.
      - If the first file was successfully opened, the two (2) remaining files shall be disregarded.
      - If the first file was corrupted, the DTI-BAC shall open the second file. If the second file was successfully opened, the first and third file shall be disregarded.
      - If the first and second file were corrupted, the third file shall be opened.
6. If the third file was corrupted, the bidder shall be automatically disqualified.
7. The DTI reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to affected firms.
8. For further information, please refer to:

**Mary Ann D. Yulas**

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You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>

<https://www.dti.gov.ph/good-governance-program/transparency-seal/bac-resources/>

For online bid submission: [BACSecretariat@dti.gov.ph](mailto:BACSecretariat@dti.gov.ph)

SGD.  
**MARY JEAN T. PACHECO**  
Assistant Secretary  
Chairperson  
DTI-Bids and Awards Committee

## **List of Eligibility Documents**

(a) Class "A" Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective 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 five (5) years. The statement shall include, for each contract, the following:

- (ii.1) the name and location of the contract;
- (ii.2) date of award of the contract;
- (ii.3) type and brief description of consulting services;
- (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
- (ii.5) amount of contract;
- (ii.6) contract duration; and
- (ii.7) certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

## Annex A

# Terms of Reference

## FEASIBILITY STUDY ON THE INDUSTRY 4.0 PILOT FACTORY

### I. Background

In 2017, the Department of Trade and Industry (DTI) developed an innovation-centric industrial policy known as the Inclusive Innovation Industrial Strategy (i<sup>3</sup>S). The i<sup>3</sup>S is aimed at growing innovative and globally competitive manufacturing, agriculture, and services and prepare the industries for Industry 4.0 (4IR). The i<sup>3</sup>S puts innovation at the front and center of the country's new industrial policy in order for firms and domestic industries to take advantage of the opportunities brought about by the Fourth Industrial Revolution (Industry 4.0 or 4IR), become more productive, and generate greater value in the face of competition in both local and export markets.

To further supplement the existing innovation initiatives of the Department, the DTI embarked on a project to support the industrial transformation with focus on four of the country's priority industries, namely automotive, electronics, aerospace, and agribusiness (cacao and coconut). Three major activities will be pursued to ensure the smooth transition of the country towards 4IR: (1) develop roadmaps for industrial innovation, (2) academy and innovation center for micro-, small-, and medium-sized enterprises (MSMEs), and (3) a feasibility study for establishing MSME pilot, demonstration, and learning factory.

Once established, the pilot factory will facilitate industry access to advanced manufacturing technologies, such as robotics, intelligent manufacturing systems, cyber-physical systems, and will provide the most advanced industrial experimental and demonstration platforms. The pilot factories will also deliver trainings to SMEs from selected industries. In general, the Industry 4.0 pilot factory will serve as a model manufacturing hub for MSMEs.

The conduct of the feasibility study requires a highly-technical and scientific expertise of a consultant, with extensive experience in working with various governments and institutions in implementing innovation strategies and 4IR technologies in promoting inclusive, sustainable industrial development.

### II. Objectives

The purpose of the feasibility study is to explore the idea of a pilot, demonstration and learning laboratories with innovative products, modern technologies and digital processes serving as both application-based innovation and technology platform for various stakeholders from industry, academe, and government. The factory will not only showcase but would also serve as a hub where key industries and its stakeholders will be able to work together in an environment where they can be trained, undertake research and have insights and hands on experience on the Industry 4.0 applications. The Pilot Factory that is envisioned to be established is based on the following concept.

- **Industry 4.0 Pilot Factory Project Concept**

Piloting, demonstration and learning 4IR technologies are essential to increase technological learning and innovation of industries. In line with this, the establishment of a pilot factory will be needed to pilot, demonstrate and learn of new 4IR/industry 4.0

technologies. The pilot factory will facilitate industry access to advanced manufacturing technologies, such as, but not limited to, robotics, intelligent manufacturing systems, cyber-physical systems, and will provide the most advanced industrial experimental and demonstration platforms and deliver trainings to SME from selected industries.

To address challenges and flexible production processes, companies have to make fundamental changes to their business processes and achieve the ability to create disruptive technical innovations. Such changes include the usage of Industrial Internet of Things (IIoT) devices, modern human-machine-interfaces, augmented reality as well as a consistent vertical and horizontal integration of different information and sensory systems. These innovations heavily rely on the exchange of information between employees, machines, companies, consumers, which in the future will act as an integrated network.

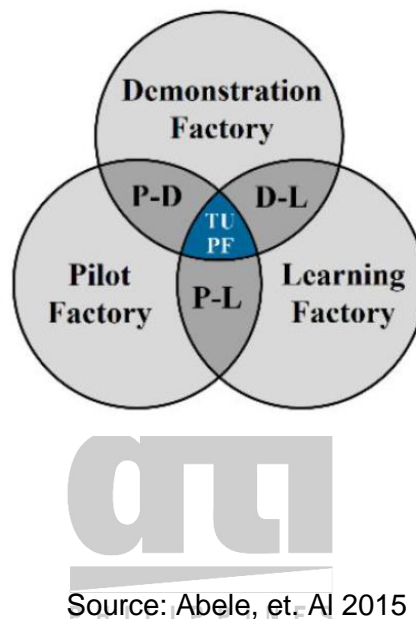
Advanced digital technologies are not an off-the-shelf solution that can simply be purchased from a vendor. One of the main challenges in the transition to 4IR/Industry 4.0 is the interconnection of all systems from different operational areas. These areas are already well networked internally with individual software solutions for data modeling and management, modern machine controls and communication interfaces to the machine level. However, there is no concept of how these systems should share information for the formation of a holistic cyber-physical production system (CPPS). To use 4IR technologies effectively, production processes have to be significantly changed. This presents a risk for SMEs especially in developing countries, as they lack necessary resources such as finance, technology, and skills. To address these challenges, the concept of pilot Learning Factories was used. They provide collaborative learning environments, where students and interested trainees from industry acquire methodological, social and personal competencies for future challenges in production.

- **Piloting-Demonstration-Learning Factories**

- **Piloting** – Piloting Factory enables companies to jointly develop, implement and evaluate prototypes and train employees in a protected environment, without disrupting real production processes. Prototypes can be physical products, production processes or new software solutions. As a result, even SMEs that do not usually have the necessary capacities, equipment and know-how, can develop and test new prototypes without disturbing their own production.
- **Demonstration** – While pilot approach deals with the application of prototypes in a production environment, the demonstration aspect is one step ahead. A Demonstration Factory offers proper dissemination that allows not only specialists, but also for the general public to understand the basic concepts behind the developments and thereby supports the acceptance for new technologies. The Demonstration factory offers real time guided tours in factory floors to better understand Industry 4.0 and have direct interaction with new technology systems and machines.
- **Learning** – An Industry 4.0 Learning Factory offers an ideal opportunity to experience theoretically learned subject matter in reality. A Learning Factory provides an opportunity for students and industrial trainees to have formal trainings and can take on innovation courses on digital transformation in product development and product, which will include practical exercises.

Through this not only students and industrial trainees will benefit but also business professionals and decision makers to be able to implement Industry 4.0 topics in their respective businesses

A Pilot, Demonstration and Learning Factory, aims not only on teaching knowledge, but to provide students, companies and general public a fundamental insight into 4IR technologies/Industry 4.0 possibilities, applications and associated challenges through exemplary implementation of a digitized production environment and subsequent research, education and workshops. A fundamental model is a collaboration platform of different technology users, technology providers, scientists, students (academic) and trainees (non-academic), shown below:



Source: Abele, et. Al 2015

The combination of two types of factories enables several advantages and synergy effects:

- **P-L (scientists meet students and trainees):** The combination of Pilot and Learning Factory makes it possible for students and trainees to develop new models, prototypes or software artefacts during their bachelor or master thesis. This motivates them to trigger a higher interest in fundamental and applied research topics, e.g. innovation technology as well as modern approaches of lean management. Students and trainees have to collaborate with scientists to ensure knowledge transfer to industrial oriented use cases.
- **P-D (scientists meet technology users and providers):** By bringing Pilot and Demonstration Factory together, new developed prototypes are demonstrated to a broad range of technology users by technology providers to transfer practical knowledge and spark innovative ideas for future collaboration.
- **D-L (technology users and providers meet students and trainees):** In this scenario, Demonstration and Learning Factory (DLF) are combined, which connects students with technology users and providers. This helps students



and trainees to get a better insight into practical problems from industry and promotes the knowledge transfer between technology users and students.

Technological use cases that could be applied in the course of training programs should help companies gain knowledge on critical technologies that are major drivers in the field of 4IR/Industry 4.0 and can be considered as standard steps towards digitalization. Those use cases could, among others, include:

- **Additive Manufacturing** – To implement and roll out a pilot of integrated additive manufacturing processes that will demonstrate additive manufacturing processes (Includes 3D Printing) in practice and use the generated knowledge for planning and evaluating using this manufacturing process.
- **Human-Robot Collaboration** – For operation and representation of a collaborative activity between humans and robot in order to demonstrate findings from basic research of collaborative robot systems in a practice-oriented production environment.
- **Automated Guided Vehicles (AGV)** – For operation and representation of automated material handling with AGVs.
- **Human-Machine-Interface** – For integration of intelligent communication and information technologies into manual dominated work systems and configuration of digital assistance systems. These systems help guarantee a sustainable and productive interaction between the operator and information system.
- **Pick-by-X Technologies** – Picking is an important logistical step in many companies. In some cases, it determines the performance of the company and thus its efficiency. To ensure that this flexibility in production and assembly does not lead to mistakes, the operator should be assisted by the best possible technology method, which are named picking by x. These are often referred to as pick-by, followed by the technology used. (Pick-by-Scan, Pick-by-Light on containers, Pick-by-Light to object, Pick-by-Voice, Pick-by-Vehicles, Pick-by-Vision, Pick-by-Terminal, Pick-by-Point)
- **Real-Time KPI Cockpit** – Due to advancing technologies in the field of data transmission and the decreasing costs of sensors, large amounts of data are generated in various areas such as production planning and control, assembly, manufacturing, logistics and warehousing. In order to provide employees decision support, a visualization of KPIs that is as up-to-date and meaningful as possible is aimed. Through this, the advantages can be displayed at shop floor level as well as in the planning area.
- **Data-based Quality Control** – Data-driven quality control refers to: a systematic collection and analysis of quality-related historical and real-time data of products and machinery on the factory floor; the utilization of this data in order to build quality profiles and quality models; the comparison in real-time and at the end of the lifecycle of factory products; and samples and machinery to data-generated quality profiles and quality model. Data-based quality control is an alternative option to traditional quality inspections which involve conducting large numbers of individualized tests on each product

during post-production phase. Data-based quality control allows for the real-time integration of multiple sources of external quality-related data. A factory owner could integrate real-time customer responses on social media to a certain product or reports about defects customers are encountering into the quality models. This allows customers to become part of the factory quality processes and factory owners to speedily address post-production issues.

- **Vertical and Horizontal Integration (IT-Systems and Technologies)** – A vertical integration out of the operational perspective of a pilot factory focuses its activities to build out an end-to-end communication between Enterprise Resource Planning Systems (ERP), PLM (Product Lifecycle Management) and Manufacturing Execution Systems (MES).

### III. Scope of Work

The Consultancy Firm shall perform the following tasks/activities:

- a. Assess the feasibility of establishing a pilot factory, including but not limited to:
  - potential users and beneficiaries, identifying the types of industries, businesses and institutions that should be prioritized to create a model that would have the most impact and can benefit most from the pilot factory;
  - possible site/s to include the physical size, space and the environment where it/they can be established;
  - impact to the sectors/industries (i.e. increase investments on R&D and technologies) and its contribution to the economy;
  - technologies, resources, machines to be set-up to consider the target users and beneficiaries;
  - organization and staffing requirement, including specific skills and capacities needed to operate the factory efficiently;
  - cost-benefit analysis which will serve as guide and provide options to:
    - determine which technologies, products, and processes will be prioritized;
    - estimate the optimal number of users per month;
    - set the target number or volume of prototypes made, equipment tested and R&Ds done;
    - identify the trainings to be offered which will generate the greatest impact to the stakeholders;
    - suggest options on how the first year of pilot factory should operate optimizing its gains and getting the most out of the costs; and
  - total cost in establishing the pilot factory;
- b. Propose a business and revenue model/ for sustainability and scalability of the facility.
- c. Recommend concrete strategies in building the pilot factory, including the specific support needed from government and other key stakeholders from industry and academe;
- d. Develop and propose a “five-year plan” towards full utilization of the pilot factory consistent with the i³S and how the facility can be fully utilized by our local MSMEs;
- e. Prepare, present the draft, and submit the final feasibility study.

### IV. Expected Outputs



- a. Feasibility Study on the establishment of Pilot Factory;
  - b. Cost-Benefit Analysis, specifically for the three functions of the Pilot Factory: Demonstration (i.e. guided tours, technology interaction), Learning (i.e. skills training, practical exercises), and Piloting (i.e. physical products, production processes or software prototyping);
  - c. Five-year plan towards the full utilization of the Pilot Factory; and
- a. Presentation of draft report and submission of revised final feasibility study and five-year plan.

## V. Consultancy Firm's Profile

The Consultancy Firm shall possess any of the following characteristics as a juridical person:

- A registered business entity, either corporate or partnership, in the Philippines
- A joint venture of two or more corporations
- A new corporation of qualified incorporators
- A partnership of qualified partners
- A consortium of international consultants and local partners
- A local consortium with an international partner.

Additionally, the consultancy firm must have the following:

- a. Has extensive experience in building or upgrading new technologies and has worked with various stakeholders, including various governments or industries in the establishment of learning, demonstration and pilot factories focused on advanced and/or 4IR technologies.
- b. Has extensive expertise and experience (10 years or more) in conducting feasibility studies on 4IR and advanced technologies such as cyber-physical systems, computing devices, intelligent objects, among others. Experience in setting up actual pilot/ intelligent factories is an advantage.
- c. Possesses significant familiarity and knowledge of the innovation ecosystem (including stakeholders from government, industry, and academe) and 4IR technologies applied in sectors such as manufacturing;
- d. Demonstrated capacity in project management, community engagement, stakeholder coordination, and collaboration with government and industry from different countries.

The composition and qualifications of the prospective members of the Consultancy Team are as follows:

Position	Qualifications
Project Team Leader	A science, engineering or management professional with: <ul style="list-style-type: none"> <li>• An international digitalization and consulting experience in the field of digital solutions and product development, both for</li> </ul>

	<p>government and industry;</p> <ul style="list-style-type: none"> <li>• International experience in building Pilot/Demonstration Factory that employs Industry 4.0 technologies;</li> <li>• An experience as an innovation manager or with related skills;</li> </ul> <p>The Project Team Leader should also have:</p> <ul style="list-style-type: none"> <li>• Extensive knowledge on Industry 4.0 technologies;</li> <li>• Experience in conducting research and feasibility studies;</li> <li>• Experience in plant design and building of intelligent /digital factories; and</li> <li>• Extensive knowledge and experience in digital solutions, preferably in manufacturing.</li> </ul>
Members (3)	Experience in design and technologies in a manufacturing set-up
	Specialist in Industry 4.0 technologies such as, but not limited to, Analytics, AI or cloud computing, machine and deep learning
	Experience in industrial automation and digital technology integration
	Understanding of IoT and wireless network management, cybersecurity and data management

## VI. Professional Fees and Financial Arrangements

The Consultancy firm's compensation will be paid including applicable taxes, with the following schedule of payment:

<b>Output</b>	<b>Schedule of Submission</b>	<b>Payment Amount</b>
Draft Feasibility Study (concept for Pilot factory, business and operating model, technologies needed, site, requirements as a learning/demonstrating factory, staffing)	Two (2) months after the award of the contract	30%
Revised Draft with Cost Benefit Analysis and Five-year plan (incl. presentation)	Two (2) months after the submission of the draft Feasibility Study	30%
Final Feasibility Study and Five-year plan	One (1) month after the submission of the	40%

	revised draft	
<b>Total</b>		<b>100%</b>

## VII. Timetable, Logistics, and Other Arrangements

The period of engagement for the project shall be for a maximum of **six (6) months**. The work must be completed within this period and no work will be chargeable thereafter.

A briefing shall be convened by the DTI prior to the start of engagement in order to clarify the scope of work and ensure common understanding of this ToR. A proposed research outline and workplan will be discussed and agreed upon, and subsequently submitted to the DTI no later than the first week of engagement.

The consultant(s) shall present the feasibility study and recommendations at a meeting to be convened and hosted by DTI, wherein comments and recommendations will be provided. Considering these feedback, the feasibility study will be finalized thereafter and will be submitted no later than the end of the engagement period.

DTI will provide the consultant(s) with access to relevant information and provide needed assistance as may be required subject to existing government rules and regulations.

## VIII. Confidentiality Clause

All data and information obtained in the course of the rendition of the Consultancy Services and/or as an incident to this contract shall be held in strict confidence and may not be disclosed at any time except with the prior written consent and approval of DTI. A violation of this section shall warrant the termination of this contract without prejudice to the filing by DTI of appropriate legal cases against the Consultancy Firm.

## IX. Intellectual Property Rights

All intellectual properties that maybe generated as part of this activity shall be owned by the DTI as this is a commissioned work as provided under the Republic Act No. 8293, otherwise known as the Intellectual Property Code of the Philippines, as amended by Republic Act No. 10372. Unless otherwise authorized by law, no use or exploitation in any manner, whether for profit or otherwise, of any original, derivative or other analogous works created in this project shall be made by other parties, including their respective agents and assigns, without prior approval of DTI.

## X. Other Provisions

There shall be no employer-employee relationship between the DTI and the team members of the Consultancy Firm as a consequence of this Contract.

## XI. Termination of Contract

The DTI reserves the right to rescind the Contract without necessity of judicial proceedings if, in its discretion, the services of the Consultancy Firm would no longer be required or if the latter has violated any of the terms and conditions of the Contract by giving a written notice to the Consultant three (3) days prior to the intended date of termination.

Upon expiration of the period of engagement or upon receipt of notice of rescission of the Contract, the Consultancy Firm shall, without need of demand, turn over to DTI all documents and records acquired in the performance of obligations under these Terms of Reference and/or as an incident thereof.

### **XIII. Short-Listing of Prospective Bidders**

#### **A. Short-Listing and Knock-Out Stage**

Proposals will be short-listed based on compliance to identified and narrowed down through a set of criteria. The criteria to be implemented for the short-listing of prospective bidders are listed below.

##### **13.1. Applicable Experience of Consultancy Firm (60 points)**

- 13.1.1. Certificate of satisfactory completion of project from past clients (at least 3)
- 13.1.2. Number of projects with similar scope in terms of budget size and project scope for the past 5 years
- 13.1.3. Must have experience in undertaking and completing at least one (1) feasibility study consultancy project worth at least 50% of the project cost
- 13.1.4. Must have rendered service to at least one internationally recognized company and one locally recognized company (Top 2000 corporations)

##### **13.2. Qualifications of Personnel who may be assigned to the job vis-à-vis extent and complexity of undertaking (20 points)**

- 13.2.1. Educational qualifications of at least 5 key personnel for the study (Project Team Leader and members)
- 13.2.2. Experience in industry related field of at least 5 key personnel in the project (Project Team Leader and members)

##### **13.3. Number of years in the business of feasibility studies and industrial development (20 points)**

The minimum passing rate is 60% (60 points) in order to be considered for eligibility. Only the top three (3) bidders shall qualify to advance to the technical proposal evaluation.

#### **B. Technical and Financial Evaluation**

13.4. Technical Proposal Evaluation. Having passed the knock-out eligibility hurdle, the scores are reset to zero and the top 3 short-listed bidders shall be evaluated based on the technical proposal details they submitted, including, but not limited to, the following:

- 13.4.1. Quality of personnel to be assigned to the Project which covers suitability of key staff to perform the duties for the Project and general qualifications and competence including education and training of the key staff (the credentials of the people they plan to assign to the project);

13.4.2. Experience and capability of the Consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The suitability of the Consultant to the Project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; and

13.4.3. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness, sustainability and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions (the approach they will do for the study, the options they are planning to present to DTI on the pilot factory, the estimated factory implementation cost, sustainability plan, as well as the expected annual post-implementation cost to be incurred by the DTI in maintaining the pilot factory for five (5) years after its establishment, as well as other services they may offer.

13.5. Financial Proposal Evaluation. Having passed two hurdles, short-listed bidders will then be evaluated using the Least-Cost selection method. The bidders will present the total financial cost (inclusive of all applicable taxes) for the feasibility study, which should not exceed Approved Budget Cost.

The Technical and Financial Proposals shall be calculated via quality-based, cost-based method at 80% quality (technical evaluation) and 20% cost (financial proposal), where the results of the detailed technical and financial evaluations shall be converted to the 80% and 20% components, respectively via ratio method.

#### **XIV. Selection Procedure (Technical Evaluation Details)**

DTI shall apply the following criteria in evaluating and short-listing submitted proposals to determine the capacity of the Consultancy Firm / Feasibility Study Services Provider (SP):  
Cut-off Score: 80%

##### **A. Quality of Personnel**

###### **i. Consultancy Firm Project Team Composition**

- Identification of Consultancy Firm's Project Team members along with their Credentials, Reputation from Past Studies/Works, Experience, and Certifications, if any.

##### **B. Experience and Capability of Consultant**

###### **ii. Consultancy Firm (Feasibility Study)**

- Consultancy Firm Credentials, Reputation & Experience, Service & Support
- Financial Stability

- Successful previous engagements and implementation as Solutions Provider/feasibility study consultant to the Government and Private sector
- Consultancy Services (skill level and experience)

iii. Samples of Previous Projects

- Feasibility study experience and capability and study magnitude and complexity capability as evidenced by previous projects shall be taken into account

C. Plan of Approach and Methodology

iv. Technical Capability / Methodology

- Study Approach and Methodology
- Capability of the vendor's proposed solution to meet DTI's requirements detailed in the attached Business Requirements for the feasibility study of a pilot factory (**TOR** – scope of work) and capability of proposal to interface with DTI's existing policies, systems and Technical Infrastructure.
- Digital simulation for future production

v. Implementation Timetable of Study

- The entire project should be completed and the study with recommendations and options submitted within the 6-month timetable.

vi. Post Implementation Plan

- The price of the study, as well as the proposed pilot factory's estimated capital cost and estimated sustainability cost shall be taken into account vis-à-vis overall estimated benefit (impact on value chain and economy), applying the following weights on the price consideration of the project:
  - Total feasibility study cost
  - Total estimated Pilot Factory Development and Implementation Cost
  - Post Implementation estimated Annual Maintenance Cost (5-year plan)
  - Sustainability Plan

Value-add services, if any.



## Annex B

### Technical Proposal Forms

#### Notes for Consultants

The following summarizes the content and maximum number of pages permitted for the Technical Proposal. A page is considered to be one printed side of A4 or letter sized paper.

##### **Cover Letter**

Use TPF 1. Technical Proposal Submission Form TPF 1. Technical Proposal Submission Form.

##### **Experience of the Firm**

Maximum of *[insert acceptable number of pages]* introducing the background and general experience of the Consultant, including its partner(s) and subconsultants, if any.

Maximum of *[insert acceptable number of pages]* completed projects in the format of TPF 2. Consultant's References illustrating the relevant experience of the Consultant, including its partner and subconsultants, if any. No promotional material should be included.

##### **General approach and methodology, work and staffing schedule**

Use TPF 4. Description of the Methodology and Work Plan for Performing the Project, TPF 5. Team Composition and Task, TPF 7. Time Schedule for Professional Personnel, and

##### **TPF 8. Activity (Work) Schedule.**

*If subcontracting is allowed, add the following:* If the Consultant will engage a subconsultant for the portions of the Consulting Services allowed to be subcontracted, the Consultant shall indicate which portions of the Consulting Services will be subcontracted, identify the corresponding subconsultant, and include the legal eligibility documents of such subconsultant.

##### **Curriculum Vitae (CV)**

Use TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff.

##### **Comments on the terms of reference and data and facilities to be provided by the Procuring Entity**

Not more than *[insert acceptable number of pages]* using TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the

## TPF 1. Technical Proposal Submission Form

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[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

In accordance with **ITB** Clause 21.1, we confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

If negotiations are held during the period of bid validity, *i.e.*, before [insert date], we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with **GCC** Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,



Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

## TPF 2. Consultant's References

### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: \_\_\_\_\_

PHILIPPINES

**TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity**

---

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.



## **TPF 4. Description of the Methodology and Work Plan for Performing the Project**

---



**TPF 5. Team Composition and Task**

<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
Name	Position	Task

3 Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and other parties or stakeholders.

--



**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. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]*

---



**Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

---

**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 ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

---

**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.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm] 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** \_\_\_\_\_.

**TPF 7. Time Schedule for Professional Personnel**

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months			
			1	2	3	4	5	6	7	8	9	10	11	12				
																	Subtotal (1)	
																		Subtotal (2)
																		Subtotal (3)
																		Subtotal (4)

Full-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_  
 Location: \_\_\_\_\_

Part-time: \_\_\_\_\_ PHILIPPINES

Signature: \_\_\_\_\_  
 (Authorized representative)

Full Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_

**TPF 8. Activity (Work) Schedule**

**A. Field Investigation and Study Items**

	<i>[1st, 2nd, etc. are months from the start of project.]</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work)												
_____												
_____												
_____												
_____												

**B. Completion and Submission of Reports**

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

## Annex C

### *Financial Proposal Forms*

#### **Notes for Consultants**

The following summarizes the content of the Financial Proposal.

##### **Cover Letter**

Use FPF 1. Financial Proposal Submission Form, which is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants have:

- (a) followed the applicable rules and guidelines indicated in this ITB;
- (b) not taken any action which is or constitutes a corrupt, fraudulent, or coercive practice as defined in the applicable rules and guidelines; and
- (c) agrees to allow the Procuring Entity and the Funding Source, at their option, to inspect and audit all accounts, documents, and records relating to the its Bid and to the performance of the ensuing contract.

##### **Costs of Consulting Services**

Use FPF 2. Summary of Costs; FPF 3. Breakdown of Price per Activity; FPF 4. Breakdown of Remuneration per Activity; FPF 5. Reimbursable per Activity; and FPF 6. Miscellaneous Expenses.

## FPF 1. Financial Proposal Submission Form

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[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, [Date].

In accordance with **GCC Clause Error! Reference source not found.**, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,  
Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:



**FPF 2. Summary of Costs**

---

Costs	Currency(ies) <sup>1</sup>	Amount in Philippine Peso
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		_____



---

<sup>1</sup> In cases of contracts involving foreign consultants, indicate the exchange rate used.

**FPF 3. Breakdown of Price per Activity**

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency(ies) <sup>2</sup>	Amount in Philippine Peso
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____



<sup>2</sup> In cases of contracts involving foreign consultants, indicate the exchange rate used.

**FPF 4. Breakdown of Remuneration per Activity**

Activity No. _____		Name: _____		
Names	Position	Input <sup>3</sup>	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____



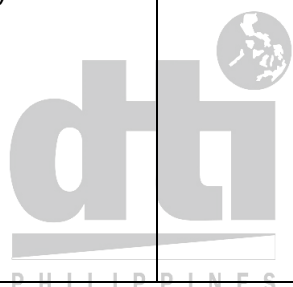
<sup>3</sup> Staff months, days, or hours as appropriate.

**FPF 5. Reimbursable per Activity**

Activity No: \_\_\_\_\_

Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price In	Total Amount In
1.	International flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs <sup>4</sup>				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____



<sup>4</sup> Local transportation costs are not included if local transportation is being made available by the Entity. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Entity.

**FPF 6. Miscellaneous Expenses**

Activity No. \_\_\_\_\_

Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____ and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers, etc.				
3.	Software				
4.	Grand Total				_____



**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:]* The owner or sole proprietor is 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 degree;

*[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 degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders 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 degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[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 or official, personnel or representative of the government in relation to any procurement project or activity.
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.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

