



## Request for Proposal (RFP)

Commodity/Service Required:	Logistics and Facilitation Support for Consultative Workshops for Updating of Assessment of Policy Guidelines
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price
Term of Contract:	5 (Five Months)
Contract Funding:	USAID
This Procurement supports:	Improving Learning Outcomes for Asia (ILOA) – Philippine
Submit Proposal to:	Melody Cacas at <a href="mailto:mcacas@rti.org">mcacas@rti.org</a> .
Date of Issue of RFP:	June 28, 2024
Date Questions from Supplier Due:	July 2, 2024
Date Proposal Due:	July 5, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>July 12, 2024</b>

<b>Method of Submittal:</b>	
By email to Melody Cacas at <a href="mailto:mcacas@rti.org">mcacas@rti.org</a> .	
Respond via e-mail with attached document in MS Word / pdf/ MS Excel format. The Bidder/Seller agrees to hold the prices in its offer firm for <b>90 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RFP – ILOA- Phi-2024-002

### Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at:  
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,  
[http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:  
[http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”).  
Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

**RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.**



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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# Attachment A

## Commodity Specifications or Statement of Work

### Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

#### Background

Improving Learning Outcomes in the Philippines (ILO-Ph), implemented by RTI International, is a multiyear US Agency for International Development (USAID) Mission buy-in under Improving Learning Outcomes for Asia (ILOA). This activity builds on previous support under EdData I, EdData II and All Children Reading Philippines to boost the Philippine Department of Education's (DepEd's) capacity for conducting large-scale assessments, strengthening their data systems, and their strategic communications capabilities.

Since June 2023, ILO-Ph has been providing technical assistance to DepEd's Bureau of Education Assessment (BEA) to review and recommend updates to its Learner Assessment Framework. The Learner Assessment Framework Report submitted in early March 2024, examines the existing policy framework and system capacity challenges, outlines recommendations for strengthening the assessment system, and offers a framework that rationalizes the suite of assessments currently implemented at all levels of the system.

Following the report, DepEd has recently requested USAID to support its updating of policy guidelines governing its system assessments. ILO-Ph will support DepEd to undertake a consultative process with internal and external stakeholders to draft and finalize a new DepEd Order that will supersede existing DepEd Orders (DO) 55 series (s.) 2016 and DO 29, s. 2017, and DO 27, s. 2022.

#### Objective

The primary objective of this activity is to build consensus among policy and decision-makers as well as educators and other DepEd partners and stakeholders in revising and updating the policy guidelines governing DepEd's system assessments. This will involve explicit policy decisions to include or preclude their use in DepEd's performance management systems. It will also include clear parameters to address the system capacity challenges identified in the Assessment Framework Report as well as EDCOM 2's Year 1 report and outline system supports in response to the results. The resulting efforts would be codified through draft language intended to inform a new DO effective for School Year 2024/2025 and beyond.

Product or Service Expectations (both if applicable):

See Attachment C. Scope of Work for further detail.

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**Deliverables, Timelines, Special Terms and Conditions:**

See Attachment C. Scope of Work for further detail.

**Pricing \*)**

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
<b>1</b>		<b>Task 1. <u>Initial DepEd Internal Consultative Workshop</u></b>				
		Meeting package (venue, meals, snacks)	Per pax			
		Co-Facilitator	Day			
		Resource persons (documenter, logistician)	Day			
		Transport and per diem for non-Manila based participants	Per pax			
<b>2</b>		<b>Task 2. <u>DepEd External Stakeholder Consultative Workshop</u></b>				
		Meeting package (venue, meals, snacks)	Per pax			
		Co-Facilitator	Day			
		Resource persons (documenter, logistician)	Day			
<b>3</b>		<b>Task 3. <u>2<sup>nd</sup> DepEd Internal Consultative Workshop</u></b>				
		Meeting package (venue, meals, snacks)	Per pax			
		Co-Facilitator	Day			
		Resource persons (documenter, logistician)	Day			
		<b>Sub total</b>				
		Total before VAT				
		VAT xx %				
<b>Total Value plus VAT %</b>						

**\*) the pricing table is only an example of how detail the pricing table must be prepared and ensure all task are captured in the budget.**

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:


## Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI Asia Regional Office  
Jl. Jend. Sudirman 9, Ratu Plaza Office Tower, 25th Floor  
Jakarta 10270 - Indonesia

*(insert full address of the office)*

who has a purchase requirement in support of a project funded by

USAID

*(insert client’s name)*

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
  - (a) The solicitation number:
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
  - (d) Validity period of Quote:

- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
  - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
  - (g) Lead Time Availability of the Commodity/Service.
  - (h) Terms of warranty describing what and how the warranties will be serviced.
  - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
  - (j) Payment address or instructions (if different from mailing address)
  - (k) Acknowledgment of solicitation amendments (if any)
  - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
  - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

Melody Cacas  
*(insert name of procurement officer)*

at this email address:

[mcacas@rti.org](mailto:mcacas@rti.org)  
*(insert email address of the procurement officer).*

The cut-off date for questions is *(insert date)*.

July 2, 2024

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver



the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
  - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
  - (b) Packing List
  - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , <http://www.rti.org/files/PO FAR Clauses.pdf>, or <http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf>. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE – 40 points.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY –20 points.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL – 20 points.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE – 20 points** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

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12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Certifications.**  
**Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions** - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.  
  
**Limitation on Payments to Influence Certain Federal Transactions-** Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.
16. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: \_\_\_\_\_

Title:

Date:

# Attachment “C”

## STATEMENT OF WORK

### Improving Learning Outcomes for the Philippines (ILO-Ph)

*Logistics and Facilitation Support for Consultative Workshops for Updating of DepEd’s Assessment of Policy Guidelines*

#### 1. Introduction/Background

Improving Learning Outcomes in the Philippines (ILO-Ph) is a multiyear US Agency for International Development (USAID) Mission buy-in under Improving Learning Outcomes for Asia (ILOA). This activity builds on previous USAID supported activities to boost DepEd’s capacity for conducting large-scale assessments and strengthening their data analyses and strategic communications capabilities. ILO-Ph is being implemented by RTI International ([www.rti.org](http://www.rti.org)) in partnership with SEAMEO INNOTECH, Delivery Associates and Long Story Short.

Since June 2023, ILO-Ph has been providing technical assistance to DepEd’s Bureau of Education Assessment (BEA) to review and recommend updates to its Learner Assessment Framework. The Learner Assessment Framework Report submitted in early March 2024, examines the existing policy framework and system capacity challenges, outlines recommendations for strengthening the assessment system, and offers a framework that rationalizes the suite of assessments currently implemented at all levels of the system.

The Learner Assessment Framework Report and its recommendations are a culmination of a series of stakeholder workshops and forums, surveys of region and division testing coordinators; interviews with key informants; focus group discussions (FGDs) with central, regional, division, and school-level educators; reviews of policy documentation; and reflection of comparative international best practices. The Assessment Framework report synthesized feedback from two Stakeholder Forums sponsored by ILO-Ph. The first was held in August 2023 involving external DepEd partners which was primarily focused on the data sharing and utilization guidelines. The second was held in November involving DepEd region and schools division officials. It also drew on the feedback elicited from an EDCOM 2-sponsored workshop held in September 2023 which focused on challenges and opportunities to strengthen assessment the system.

Following the report, DepEd requested USAID to support its updating of policy guidelines governing its system assessments. ILO-Ph will support DepEd to undertake a consultative process with internal and external stakeholders to draft and finalize a new DepEd Order that will supersede existing DepEd Orders (DO) 55 series (s.) 2016 and DO 29, s. 2017, and DO 27, s.2022. The primary objective of this activity is to build consensus among policy and decision-makers as well as educators and other DepEd partners and stakeholders in revising and updating the policy guidelines governing DepEd’s system assessments.

In addition, the Second Congressional Committee on Education (EDCOM2) and the Asian Development Bank (ADB) are taking an active in role in leading the policy dialogue and technical assistance to BEA in

supporting a new assessment regime. This initiative will require close coordination and involvement with these actors and other key stakeholders.

## **2. Scope of Work**

The scope of work for Support to Updating the Assessment Policy Guidelines includes providing logistics and facilitation services for a series of consultative workshops. The workshops will be designed to generate consensus on policy recommendations for updating the assessment policy guidelines with internal and external stakeholders of DepEd. The selected supplier shall be responsible for organizing the venue, providing snacks and meals for workshop participants, as well as transportation and accommodation for participants coming from outside Manila. The selected supplier shall also provide co-facilitation and documentation services in support of the consultative workshops. DepEd and RTI will work with the supplier to develop the workshop agendas and consensus-building strategies to ensure the workshops meet their intended objectives.

For all tasks, the offeror should build in a few days (maximum 5) advance time for the co-facilitator to support preparation of the workshop agenda and materials with the DepEd/BEA and RTI co-facilitators.

**Task 1.** Conduct initial consultative workshop with DepEd Officials. This workshop will convene DepEd Bureau of Education Assessment (BEA) and other key officials from Bureaus of Learning Delivery, Curriculum Development and Learning Resources, representatives from the Bureau of Human Resources, as well as the offices of the Assistant Secretaries and Undersecretary of Curriculum and Teaching. It will also involve select representatives from schools and field offices from each of the geographic clusters of Luzon, NCR, Visayas and Mindanao. This will be a 2-day workshop held in Manila preferably before the start of the school year to accommodate participation from school and field office representatives.

The purpose is to produce a consensus set of recommendations on the purpose, intended use, and scope of the set of assessments under review based on the Assessment Framework Report findings, other developments (such as the National Summative Assessment Project), and key policy considerations related to whether and which stakes should be tied to the outcomes of system assessments (e.g., whether to include the system assessments as higher-stakes measures of learning outcomes in DepEd's performance management and accountability systems, or to retain them only as low stakes measures to monitor and evaluate overall system performance).

Moreover, the feedback from prior consultations were at times contradictory depending on who was asked. As such, the consultative workshop will be deliberate in its consensus-building approach to target stakeholders that held contradictory viewpoints and focus on the specific issues of contention. This approach will ensure we build on prior consultations and forums and not duplicate past efforts.

For budget purposes, the estimated number of DepEd participants is 32 overall. They will include approximately 15 from Central Office and 12 individuals (teachers, school heads and field officers) coming from the broad geographical clusters of Luzon, Visayas and Mindanao (4 from each cluster). The offeror should include an additional 3 individuals (co-facilitator, documenter, logistician) plus one RTI-provided co-facilitator. The venue should be located in the Ortigas area near to DepEd to ease participation of DepEd Central Office participants.

**Task 2.** Convene DepEd Partner Stakeholder workshop in August. This task will produce a final presentation for DepEd/BEA to share with MANCOM and EXECOM, culminating in clear policy direction for DepEd leadership which will set the stage for the updating of the policy guidelines. The goal of this forum is to produce consensus recommendations building on Task 1 outputs, and which will include a specific focus on the data sharing guidelines. This will also give DepEd's development partners a chance to provide important input on the recommended policy direction for the new assessment regime. The key participants will include USAID, ADB, UNICEF, World Bank, EDCOM 2, as well as non-governmental organizations active in the education policy space. This initiative should also build on the ongoing policy recommendations EDCOM 2 is developing internally.

For budget purposes, the total number of participants should not exceed 20 individuals (including facilitators and documenter). All participants are expected to come from the Metro Manila and should not require transportation or accommodation. This will be a one-day workshop held in the Makati or Ortigas areas, preferably in mid to late August.

**Task 3.** Convene second consultative workshop of internal stakeholders on draft policy language for the system and international assessments. This will involve key DepEd officials from BEA and Curriculum and Teaching Strand, as well as selected stakeholders from Manila and nearby field offices. This will be a fewer set of individuals to review the draft guidelines in plenary and finalize the language to be submitted for review and acceptance by MANCOM and EXECOM leadership, for final adoption into a new draft DepEd Order.

For budget purposes, this will be a 3-day workshop held in the Ortigas area of Metro Manila in November or early December. The total number of participants should not exceed 20 individuals (including facilitators and documenter). All participants are expected to come from DepEd Central Office in the Metro Manila area.

### **3. Period of Performance**

The period of performance is approximately from July 2024 to December 2024.

### **4. Place of Performance**

The selected supplier shall perform a majority of the work at its own facility and in the venues identified for the conduct of the workshops. Preparatory and after-action meetings will take place by Zoom or at DepEd Central Office with BEA.

### **5. Work Requirements**

***EXAMPLE:*** *The following is a list of these tasks that shall result in the successful completion of this project:*

Kickoff and preparatory meetings:

- The Co-Facilitator should attend a preparatory meetings for each workshop with RTI and DepEd/BEA and provide input on the agenda and consensus-building strategies. The Co-

Facilitator should also be prepared to provide input to the slide decks and presentations as needed which will be prepared by RTI and DepEd/BEA.

Workshop implementation:

- The supplier should competitively source eligible venues based on price, location and quality. The supplier should provide one documenter and one logistician to support workshop implementation.
- For Task 1 where some participants are traveling from outside DepEd, the supplier shall coordinate with DepEd BEA to ensure their effective participation, including the provision of accommodation, transport and per diem for travel days. In terms of travel allowance and per diem, the offeror is advised to follow Philippine Executive Order No. 77 series of 2019, Prescribing the Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel.<sup>1</sup>

Post-workshop meetings

- The co-facilitator shall participate in after-action meetings with RTI and DepEd to discuss learnings and next steps from the workshop outputs. The co-facilitator should also support the synthesis of recommendations for inclusion in the policy the drafting of the policy guidelines in brief post-workshop reports.

**6. Schedule/Milestones/Deliverables**

The below list consists of the key milestones:

<b>RFP/SOW Release</b>	<b>June 28, 2024</b>
<b>Consultant/Subcontractor/Supplier Selection Review</b>	July 5-6, 2024
<b>Consultant/Subcontractor/Supplier Selection</b>	July 8, 2024
<b>Period of Performance Begins</b>	July 16, 2024
<b>Task 1 DepEd Internal Consultative Workshop</b>	July 24, 2024
<b>Task 2 DepEd Stakeholder Consultative Workshop</b>	August 21, 2024
<b>Task 3 DepEd 2<sup>nd</sup> Internal Consultative Workshop</b>	November 28, 2024
<b>Project Closure/Complete</b>	December 15, 2024

**7. Acceptance and Completion of Work Criteria**

<sup>1</sup> [https://www.dpwh.gov.ph/dpwh/sites/default/files/issuances/DMC\\_27\\_s2019\\_4.pdf](https://www.dpwh.gov.ph/dpwh/sites/default/files/issuances/DMC_27_s2019_4.pdf)

The acceptance of all deliverables will reside with the Activity Lead for ILO-Ph. The Activity Lead will maintain a small team including the Home Office Activity Manager and Project Coordinator to ensure the completeness of each stage of the project and that the scope of work has been met.

Once all project tasks have been completed, the project will enter the handoff/closure stage. During this stage of the project, the supplier will provide the project closure report to ILO-Ph Activity Lead. The acceptance of this documentation by Activity Lead will acknowledge acceptance of all project deliverables and that the supplier has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between RTI and the chosen supplier will be referred to both organizations' contracting offices for review and discussion.

## **8. Technical and Financial Proposal Requirements**

The technical proposal shall include the following:

- a) Maximum 3-page description of the offeror's capabilities and experience, preferably showcasing past experience facilitating similar policy dialogue activities with DepEd on USAID supported activities.
- b) The CV of the proposed Co-Facilitator (CV should be no more than 3 pages)
- c) A maximum 1-page description of the resources the offeror has to support the logistics and documentation of the workshops to ensure they are implemented effectively and on time.

Financial proposal should be in Peso and include a detailed budget that shows cost realism for workshop-related unit costs and base rates of proposed personnel. The financial proposal should also include details on indirect rates and proposed fee, which should be separated from the labor and other direct costs. Where necessary, a brief narrative should accompany the financial proposal to explain the basis of assumptions on costs.


## **9. Evaluation Criteria**


The evaluation factors will be comprised of the following criteria:

- (a) **PRICE – 40 points**. Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY –20 points**. Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL – 20 points**. Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE – 20 points** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.



## Attachment “D” VENDOR SUPPLIER FORM

	 <b>KEY QUESTIONS</b>	<b>VENDOR INFORMATION FORM</b>  <i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.</i>
1	Contact name of reference	
2	Title or position of contact	
3	Phone Number(s) for contact	
4	E-mail address for contact	
5	Company name	
6	Company address	
7	Primary business of company	
8	List cities where company has offices and/or workshops.	
9	List manufacturers or brands your company currently represents.	
10	Define <u>type</u> of representation of each brand (agent, dealer, authorized mfg rep, etc.) and whether or not it is exclusive.	
11	Is company locally owned or foreign owned?	
12	Describe previous experience in working with USAID-funded	

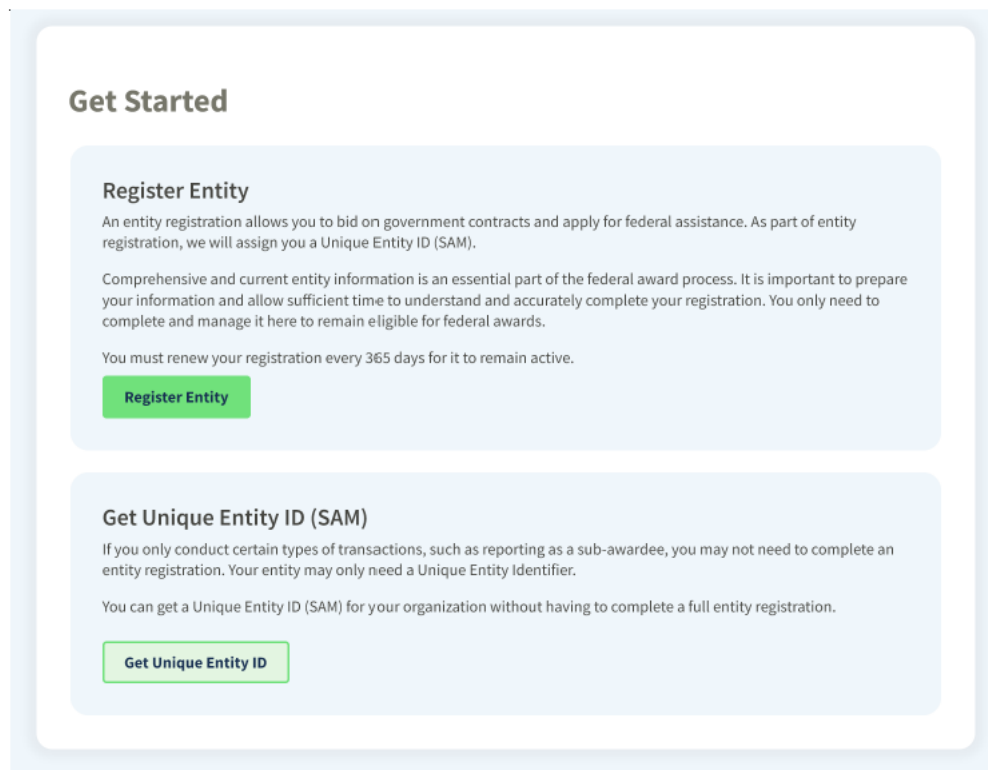
 <b>KEY QUESTIONS</b>		<b>VENDOR INFORMATION FORM</b>
		<p><i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.</i></p>
	projects.	
<b>13</b>	If your company has been awarded previous USAID-funded work, please describe.	
<b>14</b>	Please describe your recent experience (last 12 months) with doing work, providing equipment or services as defined in our specifications or statement of work.	
<b>15</b>	List the names and current contact information for the project managers working <u>for your customers</u> in your last two projects for us to contact and ask about your performance.	
<b>16</b>	If your company is based outside of the country, please describe how you would effectively service and support a future contract.	

## Attachment “E” UEI Registration Guide

This is the link to a video that you can familiarize yourself on registration for Unique Entity Identifier (UEI) on SAM.gov. <https://www.youtube.com/watch?v=C87wSCYKTcE>.

The detail guidance as provided below and when you are arrive at below page, you can select the second option “Get Unique Entity ID (SAM)” if you only want to get the UEI number and not entering the full entity registration.

3. Select the “Get Unique Entity ID” button on the next page.



**Get Started**

**Register Entity**  
An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).  
Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.  
You must renew your registration every 365 days for it to remain active.  
[Register Entity](#)

**Get Unique Entity ID (SAM)**  
If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.  
You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.  
[Get Unique Entity ID](#)