

**PHILIPPINE BIDDING DOCUMENTS**

**Procurement of  
Consulting Services  
for RAPID Growth  
Project**

**PART I**

**Ref.: CS-2023-RAPID-02**

**SMALL BUSINESS CORPORATION**

**139 Corporate Center  
139 Valero St., Salcedo Village  
Makati City**

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# *Section I. Request for Expression of Interest*

## **REQUEST FOR EXPRESSION OF INTEREST FOR PROCUREMENT OF CONSULTANCY SERVICES FOR RAPID GROWTH PROJECT**

1. The **Small Business Corporation**, through the Department of Trade and Industry (DTI) – RAPID GROWTH Project Fund intends to apply the sum of **PESOS: TWO MILLION FOUR HUNDRED THOUSAND (Php2,400,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Consultancy Services for RAPID Growth Project**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Small Business Corporation now calls for the submission of eligibility documents for **Procurement of Consultancy Services for RAPID Growth Project**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat **on or before August 11, 2023, 2:00PM** at the given address below. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from Small Business Corporation and inspect the Bidding Documents at the address given below during **Office Hours from 9:00AM to 5:00PM (Monday through Friday)**.
4. A complete set of Bidding Documents for **Part I** may be acquired by interested Bidders on **August 2 to August 10, 2023** from the address below while the Bidding Document for **Part II** will may only be acquired by Short Listed Consultants *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php2,400.00.*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of **three (3) prospective bidders** who will be entitled to submit bids. The criteria and rating system for short listing are:

Criteria	Minimum Qualification	Bases of Evaluation	Weight (%)
Experience and Capability of the Bidder	<ul style="list-style-type: none"> <li>➤ Must have at least five (5) years of experience in consulting services involving agriculture-based micro, small and medium enterprises;</li> <li>➤ Has provided consulting services in the areas of business assessment and facilitation and investment advisory</li> </ul>	<p>Submission of the following documents:</p> <ul style="list-style-type: none"> <li>a. DTI or SEC Registration indicating the year of registration and/or other relevant document;</li> <li>b. List of completed and ongoing contracts;</li> <li>c. Certificates of Satisfactory Service Rendered/Certificates of Completion or its equivalent</li> </ul>	40%
	<p><i>One (1) Investment Advisor</i></p> <ul style="list-style-type: none"> <li>- Graduate of a four-year course on any of the following fields: Business Admin., Management, Economics, Agricultural Economics, Agribusiness, Financial Management, or related fields.</li> <li>- A Masteral Degree in any of the above fields is not required but will be a plus factor. Related technical competencies will also be considered as plus factors such as agricultural sciences, food processing, investment packaging, business valuation, business registration and incorporation, etc.</li> <li>- At least ten (10) years collective work experience in investment banking or investment packaging and facilitation, with substantial years under mergers and acquisitions contexts and at least these (3) years conducting</li> </ul>	<p>Submission of original and signed curriculum vitae stating relevant work experience, educational background, and trainings attended supported by certificates of attendance/participation.</p> <p>Note:</p> <p>Pursuant to Section 33.3 of the revised IRR, there should be no replacement of key personnel before the awarding of the contract, except for justifiable reason as may be determined by the BAC, such as, illness, death, or resignation provided it is duly supported by relevant certificates or any delay caused by the procuring entity. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the</p>	

<p>Quality of Personnel/ Consultants to be assigned to the Project</p>	<p>these for MSMEs, preferably in the agribusiness or agricultural sectors.</p> <ul style="list-style-type: none"> <li>- Has at least 2 years collective work experience in conducting training and coaching, providing business advisory services and providing assistance to start up, early stage or expanding companies, including helping them with business registration, and developing financing strategies for their business plans.</li> </ul> <p><i>Three (3) Business Assessment and Facilitation Experts</i></p> <ul style="list-style-type: none"> <li>- Graduate of a four-year course on any of the following fields: Business Administration, Management, Economics, Agricultural Economics, Agribusiness, Financial Management, or related fields.</li> <li>- A Masteral Degree in any of the above fields is not required but will be a plus factor. Related technical competencies will also be considered as plus factors such as agricultural sciences, food processing, investment packaging, business valuation, business registration and incorporation, etc.</li> <li>- At least five (5) years collective work experience in conducting industry and market studies, feasibility studies and financial projections and related competency areas, with at least three (3) years conducting these for MSMEs, preferably in the agribusiness or agricultural sectors.</li> <li>- Has at least 2 years collective</li> </ul>	<p>personnel's man-month have been served, except for justifiable reasons, subject to appropriate sanctions as prescribed in the Philippine Bidding Documents (PBD).</p>	<p>40%</p>
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	work experience in conducting training and coaching, providing business advisory services and providing assistance to start up, early stage or expanding companies, including helping them with business registration, and developing financing strategies for their business plans.		
Overall work Commitment	Maximum of five (5) ongoing projects (including awarded but not yet started contracts)	Copy of signed contracts or proof of on-going projects (including awarded but not yet stated contracts)  Note:  Contract/s that will terminate on or before 90 calendar days from the deadline of submission of eligibility documents for this project shall not be considered as "ongoing;"	20%
	TOTAL		100%
	Passing Score		80%

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)* procedure.

The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

8. The contract shall be completed within **Six (6) Months from the issuance of Notice to Proceed** renewable for another Six (6) Months.

9. The Small Business Corporation reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

***The BAC Secretariat***

***Julieta S. Calimlim – BAC Secretariat Head – [jcalimlim@sbcorp.gov.ph](mailto:jcalimlim@sbcorp.gov.ph)  
Anthony F. Sampayo, Jr. – BAC Secretariat Member – [asampayo@sbcorp.gov.ph](mailto:asampayo@sbcorp.gov.ph)  
Jolina T. Parpan – BAC Secretariat Member Staff – [jparpan@sbcorp.gov.ph](mailto:jparpan@sbcorp.gov.ph)***

***Small Business Corporation  
17<sup>th</sup> & 18<sup>th</sup> Floors, 139 Corporate Center,  
139 Valero St., Salcedo Village  
Makati City  
Telephone No. 53281100 to 10***

11. You may visit the following websites:

For downloading of Bidding Documents:

<https://sbcorp.gov.ph/transparency-seal/>

*July 27, 2023*



**ROWENA G. BETIA**  
*BAC Chairperson*



# ***Section II. Eligibility Documents***

## **1. Eligibility Criteria**

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines; or
  - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

## **2. Eligibility Requirements**

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:



(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 the relevant period provided in the EDS. 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 specified in the EDS 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.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

### **3. Format and Signing of Eligibility Documents**

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. 1 - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:

- (c) contain the name of the contract to be bid in capital letters;
- (d) bear the name and address of the prospective bidder in capital letters;
- (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
- (f) bear the specific identification of this Project indicated in the **EDS**; and
- (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

## **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

## **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

## **7. Modification and Withdrawal of Eligibility Documents**

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A

prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

## **8. Opening and Preliminary Examination of Eligibility Documents**

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the EDS. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (h) the name of the prospective bidder;
  - (i) whether there is a modification or substitution; and
  - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case,

the BAC chairperson or his duly designated authority shall countersign the markings.

## **9. Short Listing of Consultants**

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

## **10. Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

## *Section III. Eligibility Data Sheet*

<b>Eligibility Documents</b>	
1.2	Consulting Services that will be performed in relation to this Project are the following: a. Advisory and Review Services b. Pre-Investment Studies c. Management and Related Services d. Other Technical Services
1.3	No further instructions.
2.1	Participating bidders should submit documents indicated under the attached <b>Checklist of Eligibility Requirements</b> .
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts <b>within five (5) years</b> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Consultants should provide Certificate of Satisfactory Completion, Project Acceptance, or other equivalent document or proof of completed contracts.
4.2	Each prospective bidder shall submit <b>one (1) original and one (1) photocopy</b> of its eligibility documents.
4.3(e)	All envelopes shall be addressed to The BAC Chairperson and should be labeled as:  <b>ATTENTION: THE BAC CHAIRPERSON</b> Small Business Corporation 17/F 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City  Name of Project: _____ Reference No.: _____  Date & Time of Opening of Eligibility Documents: _____ Submitted by: <u>(Bidder's name and signature)</u> _____ Address of Bidder: _____  <b>"DO NOT OPEN BEFORE DATE AND TIME OF OPENING OF BIDS"</b>
4.3(f)	The title and reference number of the Project is:



	<b>Procurement of Consultancy Services for RAPID Growth Project with Reference No. CS-2023-RAPID-02</b>			
0	<p>The address for submission of eligibility documents is:</p> <p style="text-align: center;">Small Business Corporation 17/F 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City</p> <p>The deadline for submission of eligibility documents is <b>August 11, 2023 at 2:00PM.</b></p>			
0	<p>The place of opening of eligibility documents is:</p> <p style="text-align: center;">Small Business Corporation 18/F Conference Room 18/F 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City</p> <p style="text-align: center;">and via Videoconferencing (Zoom)</p> <p>The date and time of opening of eligibility documents is <b>August 11, 2023 at 2:00PM.</b></p>			
0	<b>Similar contracts shall refer to Investment Advisory and Business Assessment and Facilitation or their equivalent.</b>			
0	<b>Criteria</b>	<b>Minimum Qualification</b>	<b>Bases of Evaluation</b>	<b>Weight (%)</b>
	Experience and Capability of the Bidder	<ul style="list-style-type: none"> <li>➤ Must have at least five (5) years of experience in consulting services involving agriculture-based micro, small and medium enterprises;</li> <li>➤ Has provided consulting services in the areas of business assessment and facilitation and investment advisory</li> </ul>	<p>Submission of the following documents:</p> <ul style="list-style-type: none"> <li>a. DTI or SEC Registration indicating the year of registration and/or other relevant document;</li> <li>b. List of completed and ongoing contracts;</li> <li>c. Certificates of Satisfactory Service Rendered/Certificates of Completion or its equivalent</li> </ul>	40%
		<p><i>One (1) Investment Advisor</i></p> <p>- Graduate of a four-year course on any of</p>	<p>Submission of original and signed curriculum vitae stating relevant work experience, educational</p>	



	<p>Quality of Personnel/ Consultants to be assigned to the Project</p>	<p>the following fields: Business Admin., Management, Economics, Agricultural Economics, Agribusiness, Financial Management, or related fields.</p> <ul style="list-style-type: none"> <li>- A Masteral Degree in any of the above fields is not required but will be a plus factor. Related technical competencies will also be considered as plus factors such as agricultural sciences, food processing, investment packaging, business valuation, business registration and incorporation, etc.</li> <li>- At least ten (10) years collective work experience in investment banking or investment packaging and facilitation, with substantial years under mergers and acquisitions contexts and at least these (3) years conducting these for MSMEs, preferably in the agribusiness or agricultural sectors.</li> <li>- Has at least 2 years collective work experience in conducting training and coaching, providing business advisory services and providing assistance to start up, early stage or expanding companies, including helping them with business registration,</li> </ul>	<p>background, and trainings attended supported by certificates of attendance/participation.</p> <p>Note:</p> <p>Pursuant to Section 33.3 of the revised IRR, there should be no replacement of key personnel before the awarding of the contract, except for justifiable reason as may be determined by the BAC, such as, illness, death, or resignation provided it is duly supported by relevant certificates or any delay caused by the procuring entity. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-month have been served, except for justifiable reasons, subject to appropriate sanctions as prescribed in the Philippine Bidding Documents (PBD).</p>	<p>40%</p>
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		<p>and developing financing strategies for their business plans.</p> <p><i>Three (3) Business Assessment and Facilitation Experts</i></p> <ul style="list-style-type: none"> <li>- Graduate of a four-year course on any of the following fields: Business Administration, Management, Economics, Agricultural Economics, Agribusiness, Financial Management, or related fields.</li> <li>- A Masteral Degree in any of the above fields is not required but will be a plus factor. Related technical competencies will also be considered as plus factors such as agricultural sciences, food processing, investment packaging, business valuation, business registration and incorporation, etc.</li> <li>- At least five (5) years collective work experience in conducting industry and market studies, feasibility studies and financial projections and related competency areas, with at least three (3) years conducting these for MSMEs, preferably in the agribusiness or agricultural sectors.</li> <li>- Has at least 2 years collective work experience in conducting training and coaching, providing</li> </ul>		
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		business advisory services and providing assistance to start up, early stage or expanding companies, including helping them with business registration, and developing financing strategies for their business plans.		
	Overall work Commitment	Maximum of five (5) ongoing projects (including awarded but not yet started contracts)	Copy of signed contracts or proof of on-going projects (including awarded but not yet stated contracts)  Note: Contract/s that will terminate on or before 90 calendar days from the deadline of submission of eligibility documents for this project shall not be considered as "ongoing;"	20%
		TOTAL		100%
		Passing Score		80%

# *Checklist of Eligibility Requirements*

1. Eligibility Documents Submission Form (Annex A)

## **CLASS "A"**

### **Legal Documents**

2. Valid PhilGEPS Registration Certificate (Platinum Membership)
3. Registration Certificate from:
  - a. Securities and Exchange Commission (SEC) for partnerships or corporations; or
  - b. Department of Trade and Industries (DTI) for sole proprietorships; or
  - c. Cooperative Development Authority (CDA) for cooperatives

### **Technical Documents**

4. Statement of Ongoing and Completed Government and Private Contracts including contracts awarded but not yet started (Annex B)
5. Certificates of Satisfactory Service Rendered/Certificates of Completion
6. Curriculum Vitae for the Proposed One (1) Investment Advisor and three (3) Business Assessment and Facilitation Expert (Annex C)
7. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are experienced professionals (Annex D)
8. Copy of signed contracts or proof of on-going projects maximum of 5 (including awarded but not yet stated contracts)

ELIGIBILITY DOCUMENTS SUBMISSION FORM

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[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [insert date] for [Title of Project], [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address

## Annex B

### STATEMENT OF ONGOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

This is to certify that \_\_\_\_\_ (consultant) has the following ongoing and awarded but not yet started contracts:

Name of Contract	Location of Contract	Date Awarded	Brief Description of Consulting Services	Consultant Is: A. Main Consultant B. Subconsultant C. Partner In A JV	Amount of Contract	Contract Duration	Certificate of Satisfactory Completion or its equivalent

\_\_\_\_\_  
Name and Signature of Authorized Representative

Date:

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

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Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

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Detailed Tasks Assigned: \_\_\_\_\_

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**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.]*

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**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.]*

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**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.]*

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**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 \_\_\_\_.

**STATEMENT OF THE CONSULTANT'S NATIONALITY**

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*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

In compliance with the requirements of the **Small Business Corporation**, for the **[Project Title]** under **[Reference No.]**, I/We hereby declare the following:

1. [Select one and delete the rest]

*[If domestic entity bidder]* That (Name of Bidder) is a domestic *soleproprietorship/partnership/corporation/joint venture* organized or formed under the laws of the Philippines;

*[If foreign entity bidder]* That (Name of Bidder) is a foreign *soleproprietorship/partnership/corporation/joint venture* organized or formed under the laws of the (Name of Country);

*[If foreign entity bidder]* That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es* \_\_\_\_\_); and

4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

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

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Consultant/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Nos: \_\_\_\_\_

## **TERMS OF REFERENCE**

### **I. Name of Project**

Consultancy Services for Rural Agro-Enterprise Partnership for Inclusive Development (RAPID) Growth

### **II. Purpose**

Commission the services of a third-party consultant (firm) in the implementation of the RAPID Growth project specifically in the performance of activities that will facilitate the investment of equity funds in the identified project beneficiaries or investee firms.

### **III. Approved Budget for the Contract**

The approved budget for this project is **PESOS: TWO MILLION FOUR HUNDRED THOUSAND (Php2,400,000.00)**.

Travelling expenses, which includes hotel accommodation, transportation, food and other incidental expenses, of the consultants to be assigned to the project shall be for the account of SB Corp, subject to applicable government laws and rules on accounting and auditing.

### **IV. Scope of Work**

#### **1. Investment Advisory**

- a. Analyzes financial reports, business assessment results, financial projections, appraisal reports, due diligencedocuments and other information or references relevant to the valuation of the shares ofstock andbusiness operations of aninvestee company under the Innovation Fund Component of the RAPID Project administered bySB Corp;
- b. Conducts follow up interviews with prospective investee companies and field visits, as necessary to further validate inputs received for analysis;
- c. AdvisesSB Corp andthe prospective investee companies on the valuation methodsto be used and on the fair valuation of the shares of stock and business operations of a prospective investee company;
- d. Prepares Term Sheets specifyingthe amounts of investment andthe terms andconditions for investingequity funds bySB Corp in theinvestee companies, on a per company basis;

- e. Negotiates with the investee companies to secure their conformity to the Term Sheets, or to accommodate revisions proposed by the investee companies, concurred in by SB Corp.;
- f. Conducts training or coaching for selected SB Corp personnel at the Head Office and the Regional Offices in the valuation of shares of stock of investee companies, the preparation of Term Sheets, negotiation of deals and other pertinent processes involved in mergers and acquisitions, particularly for SMEs;
- g. Analyzes the ownership and capital structures of prospective investee firms and provide advisory services on how to increase capacity to absorb equity investments without relinquishing control;
- h. Provide advisory services to investee firms on how to incorporate (if not yet a corporation), or how to increase authorized, subscribed and paid-up capital (if already incorporated), taking into account the needed capital structure to absorb needed equity financing;
- i. Advise the Regional Offices of SB Corp in conducting due diligence activities on the prospective investee firms focusing on gathering information to determine scales of operations and the values of the companies' assets;
- j. Prepares regular reports for submission to the SB Corp on the progress of activities conducted, including issues and challenges encountered and adopted or proposed solutions;
- k. Performs other assessment, facilitation, advisory, reporting and coordination work as may be required by SB Corp from time to time.

## 2. Business Assessment and Facilitation

- a. Conduct rapid industry and market assessments of selected commodities in Mindanao, including but not limited to coffee, cacao, coconut and processed fruits and nuts, to determine or validate opportunities for increased participation and business expansion in the value chains of these commodities;
- b. Assess past and planned business operations of potential investee companies identified by SB Corp to establish the viability of entry into new market segments in the value chains, or of expansion and increased penetration of existing segments;
- c. Assess the prospects of commercialization of new technologies in process

sing, or new process improvements  
or new products and services within the value chains of these selected  
commodities;

- d. Review Business Plans of prospective investee firms and prepare or affirm financial projections for the planned business operations based on validated and or additional sets of assumptions;
- e. Determine or assess Investment Requirements for the planned business operations and the Financing Strategies for these investments;
- f. Analyze the ownership and capital structures of prospective investee firms and provide advisory services on how to increase capacity to absorb equity investments without relinquishing control;
- g. Provide advisory services to investee firms on how to incorporate (if not yet a corporation), or how to increase authorized, subscribed and paid-up capital (if already incorporated), taking into account the needed capital structure to absorb needed equity financing;
- h. Assist the Regional Offices of SB Corp in conducting due diligence activities on the prospective investee firms focusing on gathering information to determine scales of operations and the values of the companies' assets;
- i. Prepares regular reports for submission to the SB Corp on the progress of assessment and advisory/ facilitation services provided to prospective investee companies, including issues and challenges encountered and adopted or proposed solutions;
- j. Performs other assessment, facilitation, advisory, reporting and coordination work as may be required by SB Corp from time to time.

**V. Expected Output**

- 1. Business Plan with analysis of ownership and capital structures of prospective investee companies and advisory on the increase capacity to absorb equity investment.
- 2. Term Sheets specifying the amount of investment and terms and conditions for investing equity fund in the investee companies;

**VI. Qualification of Consultant/Service Provider**

**A. Company/Corporation**

1. Duly registered with appropriate government agencies and must have at least five (5) year of experience in consulting services involving agriculture-based micro, small and medium enterprises;
2. Has provided consulting services in the areas of business assessment and facilitation and investment advisory;
3. Can engage the following experts to be assigned in the project:
  - a. *One (1) Investment Advisor* with the following minimum qualifications:
    - i. Graduate of a four-year course on any of the following fields: Business Administration, Management, Economics, Agricultural Economics, Agribusiness, Financial Management, or related fields.
    - ii. A Masteral Degree in any of the above fields is not required but will be a plus factor. Related technical competencies will also be considered as plus factors such as agricultural sciences, food processing, investment packaging, business valuation, business registration and incorporation, etc.
    - iii. At least ten (10) years collective work experience in investment banking or investment packaging and facilitation, with substantial years under mergers and acquisitions contexts and at least three (3) years conducting these for MSMEs, preferably in the agribusiness or agricultural sectors.
    - iv. Has at least 2 years collective work experience in conducting training and coaching, providing business advisory services and providing assistance to startup, early stage or expanding companies, including helping them with business registration, and developing financing strategies for their business plans.
  - b. *Three (3) Business Assessment and Facilitation Experts* with the following minimum qualifications:
    - i. Graduate of a four-year course on any of the following fields: Business Administration, Management, Economics, Agricultural Economics, Agribusiness, Financial Management, or related fields.
    - ii. A Masteral Degree in any of the above fields is not required but will be a plus factor. Related technical competencies will also be considered as plus factors such as agricultural sciences, food processing, investment packaging, business valuation, business registration and incorporation, etc.



- iii. At least five (5) years collective work experience in conducting industry and market studies, feasibility studies and financial projections and related competency areas, with at least three (3) years conducting these for MSMEs, preferably in the agribusiness or agricultural sectors.
- iv. Has at least 2 years collective work experience in conducting training and coaching, providing business advisory services and providing assistance to start up, early stage or expanding companies, including helping them with business registration, and developing financing strategies for their business plans.

#### **VII. Duration of Contract**

The contract for the above-mentioned project will be valid for a period six (6) months renewable for another six (6) months.

#### **VIII. Schedule of Payment**

Winning bidder will be paid based on progress billing subject to the following:

- 25% of the Total Contract Price for every five (5) investee companies (minimum) submitted out of 20 identified investee companies with result of business assessment (business plan, financial projections, and market viability), and Term Sheet (valuation proposal);

**Note:** Other eligibility requirements for bidders required by RA 9184 will be indicated in the bidding documents to be issued by BAC.