Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I
Aguila Rd., Sevilla, San Fernando City, La Union
www.region1.dilg.gov.ph

REQUEST FOR PROPOSAL

- The DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGIONAL OFFICE I (DILG RO-1), through its Bids and Awards Committee (BAC), will undertake ***Negotiated Procurement (Non-Government Organization Participation)*** for the engagement of non-government organization as third party service provider for the *"Implementation of Third Party Monitoring (TPM) of the Local Government Support Fund (LGSF) Projects"* in accordance with Section 35.10 of the New Government Act on the Implementing Rules and Regulations of Republic Act No. 12009.

Name of Project: Outsourcing of Civil Society Organization - Service Provider for the Implementation of Third-Party Monitoring (TPM) of the Local Government Support Fund (LGSF) projects

Approved Budget for the Contract: P500,000. 00

Terms of Reference: See attached Terms of Reference

Location: Region 1

Delivery Term: See Sec. 7 of the attached Terms of Reference

The DILG R1 now calls for the submission of eligibility documents for the services of the above-mentioned Project. The Service Provider is expected to meet the following objectives and deliverables for the duration of the Project:

- The Civil Society Organization (CSO) Service Provider (SP) shall submit the following initial outputs: (i) inception report and survey instrument describing the process, steps and strategies needed in computing the TPM; and (ii) Work and Financial Plan reflecting the detailed activities, deliverables, budget requirements and schedule of implementation.

- In the implementation of the TPM, the framework to be used shall focus on the identified assessment areas namely:

  (i) **Governance and Oversight:** This intends to review and assess oversight functions that ensure the project is achieving its expected results;

  (ii) Process Implementation: This intends to review and assess the process of project implementation at the local government level, and

  (iii) Result: This intends to review and assess the feedback of the individual/s or community benefiting from the projects implemented in their local government.

- Provide and mobilize an individual or a team as third-party monitors that shall conduct the actual assessment of the projects using the standard TPM Manual and tools.

- Encode the responses of the respondents in the Google Form developed by the DILG.

- Take high-quality photo and video documentation and submit together with the monthly progress reports and terminal report to DILG Regional Office both electric and hard copy.

- Ensure to collect only the relevant information from the respondents such as age, sex, sector and/or organization, region/location for document purposes.

- Submit an implementation progress report to the RTWG on a monthly basis and present the final output to the RTWG in an exit conference.

- Submit TPM report and all data collected including documented stories and other observations not captured in the tool, if any.

- Submit terminal report to the Regional Director thru the RTWG at the end of the engagement with the Regional Office.

The DILG shall evaluate bids using the following criteria:

i. Experience and capability of service provider in all of the following areas (60 points):

   a. Interview with the beneficiaries;

   b. Translation of interviews to success stories;

   c. Development of a background story on the province;

   d. Photography

ii. Qualification of personnel who may be assigned to the job (25 points)
   *Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks

   *Proficient in English, Tagalog, Iluko and Pangasinense

iii. Current workload relative to capacity (15 points)

- Interested CSO/NGO are required to submit the following documents as eligibility requirements during submission of offer/quotation:

  - Valid Mayor's Permit
  - PhilGEPS Registration Number
  - Notarized Omnibus Sworn Statement
  - Latest Income/ Business Tax Return
  - Certified true copy of registration from SEC or a cooperative with CDA

- The following technical documents shall be submitted together with the eligibility

requirements stated above:

- Curriculum Vitae of the Consultant/s (Annex "F"), with attached photocopy of Diploma, Certificate of Employment, and Professional Certifications and/or licenses;
- Price Quotation Form (Annex "C");
- Statement of all Government and Private Contracts completed which are similar in nature (Annex "D")
- List of all Ongoing Government and Private Contracts including contracts awarded but not yet started (Annex "E")

- Scoring shall be based on eligibility documents submitted, considering the criteria and rating system mentioned above.

- The DILG 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 70 of R.A. No. 12009 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder.

- Submission of quotation and eligibility documents is on or before Aug. 5, 2026 10 AM at the DILG Regional Office 1 c/o BAC Secretariat, Sevilla, City of San Fernando, La Union or via email at dilgr1.bac@gmail.com.

- For inquiry, you may contact us at tel. nos. (072) 607 1531 and (072) 888 2294.

ATTY. CHESTER S. CAYABAS-DIWAS
BAC Chairperson

Annex "B"

ELIGIBILITY DATA SHEET

The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to _____ (see Annex E for format). *Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex D for format).*
Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.
Each prospective bidder shall submit one (1) original eligibility documents.
DILG- BAC Secretariat DILG Regional Office 1 Sevilla, City of San Fernando, La Union Tel No. 888-2289/ 888-2108/ 888-2294 Email address: dilgr1.bac@gmail.com
The name of the Project is "Outsourcing of Civil Society Organization - Service Provider for the implementation of Third Party Monitoring (TPM) of the Local Government Support Fund Projects."
The address for submission of eligibility documents is at DILG Regional Office 1, Sevilla, City of San Fernando, La Union.
The place of opening of eligibility documents is the same with the above-mentioned address. The date and time of opening of eligibility documents is on _____.
Similar contracts shall refer to *completion of documentation of related projects.*

The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below.

Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

i. Experience of the consultant in all of the following areas (Number of year of applicable experience) (60 points);
   a. Interview with the beneficiaries (10);
   b. Translation of interviews to success stories (20);
   c. Development of a background story on the province (20); and
   d. Photography (10)

ii. Qualification of personnel who may be assigned to the job (25 points); and
   *Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks
   *Proficient in English, Tagalog, Iluko and Pangasinense

iii. Current workload relative to capacity (15 points).

The minimum score required for each criterion is, as follows:

iv. Experience of the consultant in all of the following areas (Number of year of applicable experience) (50 points);
   a. Interview with the beneficiaries
   b. Translation of interviews to success stories
   c. Development of a background story on the province; and
   d. Photography

v. Qualification of personnel who may be assigned to the job (20 points); and
   *Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks
   *Proficient in English, Tagalog, Iluko and Pangasinense

vi. Current workload relative to capacity (10 points).

EVALUATION CRITERIA

Criteria	Reference Guide Points		
	Percentage Equivalent	Equivalent Points (Maximum)	Equivalent Points (Minimum)
Experience of the consultant in all of the following areas (Number of year of applicable experience)		60	50
a. Interview with the beneficiaries;			
b. Translation of interviews to success stories;			
c. Development of a background story on the province			
d. Photography			
Qualification of personnel who may be assigned to the job		25	20
*Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks			
*Proficient in English, Tagalog, Iluko and Pangasinense			
Current workload relative to capacity		15	10
TOTAL		100	80

Annex "C"

PRICE QUOTATION FORM

Date: _____

THE BIDS AND AWARDS COMMITTEE
DILG Regional Office I
Sevilla, City of San Fernando, La Union

Sir:

After having carefully read and accepted the terms and conditions in the Request for Proposal, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Third Party Monitoring (TPM) of LGSF-SBDP projects	Third Party Monitoring (TPM) of LGSF-SBDP per province x 4 provinces (IN-12, IS-16 LU-12, PANG-11)	4 prov. (total of 51 sub-projects)		
	• Please see attached Annex "A" for the Terms of Reference			
			Total (inclusive of VAT)	

(Amount in Words)_____

_____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

_____
Name/Signature of Representative

_____
Name of Company

_____
Contact No.

Annex "D"

Statement of all Government and Private Contracts Completed which are Similar in Nature

Consultant's Name: _____

Consultant's Address: _____

Name of Client/Contact Person/Contact Number/Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
Government					
Private					

Submitted by: _____

(Printed Name and Signature)

Date: _____

Instructions:

a) Projects should be completed within 2 years immediately preceding _____

b) Completed contract:
   (i) Similar contract shall refer to Documentation of related projects.
   (ii) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.

Annex "E"

List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

Consultant's Name: _____

Consultant's Address: _____

Name of Client/ Contact Person/ Contact Number/ Email Address	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
Government				
Private				

Submitted by:_____

(Printed Name and Signature)

Date: _____

Instructions:

i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidded) prior to _____.
ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.