

## **REQUEST FOR PROPOSAL**

REFERENCE NO.: **MR23-10-138**

We are inviting all interested consultancy firms to submit their best proposal for the **PROCUREMENT OF CONSULTING SERVICES FOR THE PROJECT MANAGEMENT FOR PHILIPPINE INNOVATION HUB:**

The Philippine Innovation Hub has a national scope, aiming to address the challenges and opportunities in the startup ecosystem throughout the country. It covers several geographical regions and strives to promote national-scale innovation, entrepreneurship, and economic growth. It aims to create a comprehensive framework for supporting entrepreneurs, encouraging collaboration, and promoting innovation across industries.

The National Development Company needs the services of a consultant to help in management of the Philippine Innovation Hub and augment the current organizational structure of the Company.

### **The Consultant shall have the following Scope of Services:**

1. Promote and establish strategic alliances with stakeholders;
2. Facilitate interactions with stakeholders and organizations that support or create environment for the hub implementation and develop relationships with partners/stakeholders;
3. Help the Corporate Planning Department in supervising the operations of the Philippine Innovation Hub;
4. Craft a strategic business plan for the Philippine Innovation Hub to include the Hub's revenue model, and create an annual plan and program for submission and approval of appropriate authorities;
5. Lead the implementation of activities that are aligned with the approved strategic plan and annual plan and program;
6. Advise in resolving critical issues and special concerns, whether identified or anticipated, in the course of the development and implementation of the Philippine Innovation Hub plans and programs;
7. Assist with other tasks and provide support to implementing stakeholders;
8. Provide regular updates and reports to concerned authorities on project progress;
9. Participate in discussions with concerned government agencies and financial institutions in relation to fund sourcing activities and corresponding utilization;
10. Attend meetings/participate in discussions, submit appropriate output, report and internal memoranda to the Office of the General Manager on work related to the above;
11. Advise on, or prepare reports and communications to the NDC Chairman, different government officials and corporations through the General Manager and submit appropriate output reports, evaluations and internal memoranda to NDC on work related to the above; and,
12. Perform such other tasks as may be assigned by the NDC from time to time.

## **Confidentiality**

NDC is engaging the services of the Consultants based on its trust and confidence in the latter. As such, all data and information obtained by the consultant in the course of the rendition of services and/or as an incident to this contract shall be held in strict confidence and may not be disclosed at any time except with prior written consent and approval of the NDC.

## **Minimum qualifications**

1. The Consultant must be a graduate of BA/BS in Management, Business or other related course supplemented by an MBA or other related MA degree; and
2. Ten (10) years of progressively responsible experience in investment/fund management/asset management, building strategic partnerships/alliances, project management, and other related fields, and with considerable experience in overall management and supervision of a business conglomerate/group of companies.

## **Period of engagement**

The CONSULTANT shall render services for a period of six (6) months renewable at the option of the General Manager (HOPE), but in no case shall exceed the term of the latter.

## **Consideration and terms of payments:**

The CONSULTANT will receive Sixty Thousand Pesos (P60,000.00) per month, inclusive of applicable taxes. Payment of services is subject to submission of accomplishment report.

<b>ACTIVITY</b>	<b>MONTHLY FEE</b>	<b>PERIOD OF ENGAGEMENT</b>	<b>TOTAL</b>
Consultancy Services	Php 60,000.00	6 mos.	Php 360,000.00

Travel and out-of-pocket expenses, including payments for documentary requirements and such other related costs, shall be reimbursable to NDC, upon presentation of valid proof of payment and/or receipts.

## **PERFORMANCE SECURITY**

The Winning Bidder shall submit Performance Security as required under Section 54.5 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9186, in accordance with Section 39 of this IRR.

### **A. Eligibility Requirements shall include the following:**

1. Valid and current Mayor's Permit (certified true copy), for Individuals, BIR Certificate of Registration (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and in accordance with GPPB Circular 04-2020 dated September 16, 2020)
4. Professional License / Curriculum Vitae

**SUBMISSION OF PROPOSAL AND REQUIRED DOCUMENTS: November 14, 2023**

**MODE OF PROCUREMENT: Small Value Procurement**

Please submit your **proposal with the required documents** in a sealed envelope at the address stated below:

Name of Bidder:

BIDS AND AWARDS COMMITTEE  
National Development Company  
7/F NDC Building, 116 Tordesillas St.  
Salcedo Village, Makati City  
Fax: 8840-4862  
Attention: BAC Secretariat

Project Reference Number: MR23-10-138

All prices should be inclusive of VAT and other applicable government taxes. Further, please indicate in the proposal the following:

1. Terms of Payment – As stated in the TOR
2. Delivery Period – As stated in the TOR

**(SIGNED)**

**AGM LEOPOLDO JOHN F. ACOT**

Chairperson, Bids and Awards Committee