

TERMS OF REFERENCE

Procurement Specialist

- I. PROJECT TITLE : PHILIPPINE FISHERIES AND COASTAL RESILIENCY (FISHCORE) PROJECT**
- II. TITLE OF CONSULTANT : PROCUREMENT SPECIALIST**
- III. PROPONENT : BFAR-NATIONAL PROJECT MANAGEMENT OFFICE**
- IV. IMPLEMENTATION DATE : SEPTEMBER 2023 – NOVEMBER 2023**
- V. INTRODUCTION:**

The FishCoRe Project will be the Philippine government's platform for implementing the new governance scheme, which divides the entire country's territorial waters, inclusive of inland waters and exclusive economic zone (EEZ), into 12 fisheries management areas (FMAs) based on stock distribution and the structure of fisheries and administrative divisions.

The overall goal of the FishCoRe Project is to enhance ecosystem and community resilience in selected FMAs. The PDO of the project is to improve management of fisheries resources and enhance the value of fisheries production to coastal communities in selected FMAs. In particular, the project intends to contribute to the following goals: (i) increased food security; (ii) enhanced level of satisfaction among beneficiaries; (iii) reduced incidence of illegal, unreported, and unregulated (IUU) fishing activities; and (iv) improved sustainable employment from diversified sources including fisheries and aquaculture.

The FishCoRe Project will consist of three components, namely: (i) Component 1: Fisheries and Coastal-Resilient Resource Planning and Management Component (FishCRRM); (ii) Component 2: Modern and Resilient Livelihood Investments (MARLIN); and (iii) Component 3: Support to Project Implementation and Management (SuPrIM). Components 1 and 2 aim to achieve improved management of fisheries and coastal resources and the development of supportive infrastructure and fisheries enterprises, respectively.

By the end of the seven-year project implementation period (2021-2028), the achievement of the PDO will be measured by the following indicators:

- Two ecosystem-based fisheries management plans (FMPs) formulated (one each for FMAs 6 and 9) by 2022, implemented starting 2023, and evaluated by 2025;
- Increase in household income by 3% annually in real terms starting in 2025; • Reduction in postharvest losses by 5% by 2028;

- 50% of major fish stocks covered by FMPs moving towards target reference points by 2028; and
- Increase in the value added to fishery commodities in targeted areas by 3% annually in real terms.

FishCoRe will adopt existing DA mechanisms (such as the One DA approach and clustering of enterprises) and build upon the gains and lessons learned from DA and BFAR projects. These include the aqua business schools introduced by the IFAD-supported Fisheries, Coastal Resources, and Livelihood (FishCORAL) Project, the enhanced role of DA RFOs and LGUs in the WB-funded Philippine Rural Development Project (PRDP), the network of marine protected areas (MPAs) and fish sanctuaries established under the ADB/JBIC-funded Fisheries Resource Management Project (FRMP), the EAFM initiatives of the USAID-supported Ecosystems Improved for Sustainable Fisheries (EcoFish), as well as the partnerships established by BFAR with NGOs and civil society organizations (CSO) for the social mobilization and participation of fishers and fisher groups.

VI. RATIONALE:

The Support to Project Implementation and Management (SuPrIM) component will be mainly responsible for overall project management. It will support the BFAR Central Office (CO) and RFOs – through the National Project Management Office (NPMO) and the Regional Project Implementation Units (RPIUs) in the lead FMA regions in FMAs 6 and 9 and the FMA Coordinating Units (FCUs) in the participating RFOs in both FMAs – in the effective management of project implementation at the national and sub-national levels. The activities of SuPrIM will also support the institutionalization of new ways of doing business by BFAR and the delivery of technical services and assistance to fishers and fisher fisherfolk groups, the private sector, LGUs, and other stakeholders in fisheries management.

This component shall operate and maintain an effective multi-level, interdisciplinary, and institutionalization-oriented project management system (PMS). The component is expected to produce the following outputs: (i) fully operational and vertically and horizontally integrated PMS; (ii) fully operational monitoring and evaluation (M&E) and knowledge management system (KMS) supported by a digital, multi-level management information system (MIS); and (iii) fully operational publicly accessible web-based digital platforms linked to existing systems. The SuPrIM component will contribute to the achievement of the project outcome through the (i) effective and efficient implementation of the PMS and (ii) full engagement and participation of stakeholders at all stages of project implementation.

Integral to the FishCoRe Project is the Procurement and Contract Management which involves the procurement of goods, civil works, and services required by the project and the management of contracts with civil works contractors, consultants, other service providers, and suppliers of goods and equipment. Specific procurement and contract management guidelines that adhere to the World Bank's procurement guidelines. As such, the hiring of a procurement specialist is necessary for the effective implementation of the FishCoRe project.

VII. OBJECTIVES

To provide services, inputs, and support in the conduct of various procurement activities (civil works, goods, and services including consultancy) to the Fisheries and Coastal Resiliency (FishCoRe)Project.

VIII. SCOPE OF RESPONSIBILITIES

The Procurement Specialist is expected to carry out the following tasks related to procurement:

1. Work under the guidance of the Project Manager/Project Component Lead in implementing all aspects of procurement under the project;
2. Provide highly technical assistance in the development of procurement plans for goods, works, and services under the project.
3. Provide highly technical expertise to the Special Bids and Awards Committee (SBAC) of the NPMO and RPIUs in reviewing legal documents related to procurement such as bidding documents, bid evaluation reports, and approval procedures ;
4. Analyze issues related to procurement and recommend remedial actions relating to the procurement processes;
5. Provide operational advice on concepts, policies, and procedures for international and local procurement matters
6. Attend/participate in pre-procurement meetings, pre-bid meetings, and bid openings at the NPMO;
7. Prepare a recommendation of No Objection Letter to the Project Manager for action;
8. Provide highly technical expertise in the preparation and submission of the Annual Procurement Plan (APP) at the NPMO;
9. Review the request for NOL 1 and NOL 2; and perform other tasks that may be assigned by the Project Manager/ Project Component Lead.

IX. TIMETABLE OF ACTIVITIES

Within the 3-month period, from September 2023 to November 2023, Procurement Specialist is expected to implement and accomplish the following:

1. Ensure that all procurement activities under the FishCoRe will be in accordance with the World Bank's Harmonized Procurement Guidelines and RA 9184;
2. Ensure that procurement activities are based on the Annual Procurement Plan;
3. Timely and efficient preparation of Bid Documents and Bid Evaluation Reports;
4. Prepare technical specifications incorporating appropriate ESS conditions/stipulations for the procurement of goods for World Bank approval;
5. Establish criteria for prequalification and selection of applicant firms/organizations, which include ESS requirements/plans;
6. Prepare and issue requests for expression of interest (REOIs) and screening of possible suppliers of goods, contractors for civil works, and

- consultants/service providers for special services to be procured by the project, including ESS requirements;
7. Shortlist contractors and consultants and prepare and issue Requests for Proposals (RFPs) for the required works and services;
 8. Evaluate proposals, contract negotiations with, and award of contract to the selected contractor, consultant, service provider, or supplier;
 9. Monitor the progress of work of selected contractors, consultants, and service providers and review and evaluation of their technical, environmental, and social safeguards report as a basis for payment;
 10. Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of the Government and bring any slippage of activities immediately to the attention of the Project Director.
 11. Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required prepare contract variation requests, as necessary, for DA and World Bank approval; and
 12. Perform other tasks as may be instructed by the Project Director/Project Manager/SuPrIM Lead.

X. QUALIFICATIONS

A. Education and Relevant Experiences

1. Must be a holder of Bachelor's Degree in Law/Accounting/Financial Management, and or other Related fields.
2. Preferably with a Master's Degree in Public Administration/Business Administration
3. Must have at least five (5) years of work experience in the government procurement of works, goods, and services.
4. With three (3) years procurement experience in managing Invitation to Bid (ITB), request for proposal, negotiating contracts, resolving disputes, and other procurement activities under foreign-assisted projects, particularly World Bank.

B. Competencies

1. Knowledgeable in World Bank Procurement Guidelines and R.A. No. 9184.
2. With relevant trainings/workshops/seminars.
3. Strong analytical skills with attention to detail.
4. Ability to work efficiently and effectively in a multidisciplinary team.
5. Proficiency in computer skills (Microsoft Office);
6. Excellent written and verbal skills.
7. Good report preparation skills and experience.
8. Strong leadership, managerial, and interpersonal skills

XI. DELIVERABLES AND PAYMENTS

The Consultant shall prepare and submit periodic reports to the BFAR Director through the Project Manager and the Project Component Lead and be paid as reflected in the following matrix:

	Type of Report	Schedule	Payment
1	Inception Report	Within fifteen (15) days after the commencement of services	20%
2	Monthly Progress Reports	Forty-five (45) days after inception	30%
3	Final Project Output	Within the last month of the Contract Period	30%
4	Completion Report	At the end of the Contract Period	20%

XII. SUMMARY OF COST

Item	Total Cost (Php)
Consultancy Services Fee for three (3) months	Php 220,320.00

Interested applicants may send their application to bfarbacquiry@gmail.com. Deadline of submission is on September 4, 2023. Please note that only shortlisted applicants shall be contacted.



Republic of the Philippines
 Department of Agriculture
 Bureau of Fisheries and Aquatic Resources
BIDS AND AWARDS COMMITTEE OFFICE
 Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave. Q.C.
 Tel. No. - +63 2832 4662
 website: www.bfar.da.gov.ph / e-mail: bfarcinquiry@gmail.com

REQUEST FOR QUOTATION
PROCUREMENT MODE:
S53.7 NP- Highly Technical Consultant

 Company Name

 Complete Company Address

 Valid Email Address

Date: 31-Aug
 No.: 1051
 PR No.: 23-08-1051
 PHILGEPs Ref. No.: _____

To whom it may concern:
 Please quote your lowest price/s on the lot/s or item/s listed below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative to the address listed above not later than Wednesday, 06 September, 2023 at 1:00 PM.
 Very truly yours,
Madeleine E. Manapat
MADELEINE E. MANAPAT
 Head, BFAR-BAC Secretariat

CANVASSER'S CERTIFICATION
 This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Bureau of Fisheries and Aquatic Resources.

 (Signature above Printed Name)
AUTHORIZED CANVASSER

PLEASE QUOTE BY: LOT					SUPPLIER/ CONTRACTOR/ CONSULTANT'S PROPOSAL BOX		
NO.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate Price Offer)		TECHNICAL PROPOSAL (Indicate BRAND, MODEL Offer and State COMPLY for SERVICES)
					UNIT PRICE	TOTAL PRICE	
1	CONSULTANCY SERVICES	1	Pax	220,320.00			
	Hiring of highly technical consultant for the conduct of various procurement activities (civil works, goods, and services, including consultancy) of the Fisheries and Coastal Resiliency (FishCoRe) Project.						
	Term: September to November 2023						
	Qualification Standards						
	A. Education and Relevant Experiences						
	1. Must be a holder of Bachelor's Degree in Law/Accounting/Financial Management, and or other Related fields.						
	2. Preferably with a Master's Degree in Public Administration/Business Administration						
	3. Must have at least five (5) years of work experience in the government procurement of works, goods, and services.						
	4. With three (3) years procurement experience in managing Invitation to Bid (ITB), request for proposal, negotiating contracts, resolving disputes, and other procurement activities under foreign-assisted projects, particularly World Bank.						
	B. Competencies						
	1. Knowledgeable in World Bank Procurement Guidelines and R.A. No. 9184.						
	2. With relevant trainings/workshops/seminars						
	3. Strong analytical skills with attention to detail.						
	4. Ability to work efficiently and effectively in a multidisciplinary team.						
	5. Proficiency in computer skills (Microsoft Office);						
	6. Excellent written and verbal skills.						
	7. Good report preparation skills and experience.						
	8. Strong leadership, managerial, and interpersonal skills.						
	Deliverables						
	1. Inception report						
	2. Progress Report						

3. Final Output						
4. Completion Report						
Terms of Payment: Progress Billing						
Terms of Reference:						
1. Work under the guidance of the Project Manager/Project Component Lead in implementing all aspects of procurement under the project;						
2. Provide highly technical assistance in the development of procurement plans for goods, works, and services under the project.						
3. Provide highly technical expertise to the Special Bids and Awards Committee (SBAC) of the NPMO and RPIUs in reviewing legal documents related to procurement such as bidding documents, bid evaluation reports, and approval procedures;						
4. Analyze issues related to procurement and recommend remedial actions relating to the procurement processes;						
5. Provide operational advice on concepts, policies, and procedures for international and local procurement matters;						
6. Attend/participate in pre-procurement meetings, pre-bid meetings, and bid openings at the NPMO;						
7. Prepare a recommendation of No Objection Letter to the Project Manager for action;						
8. Provide highly technical expertise in the preparation and submission of the Annual Procurement Plan (APP) at the NPMO;						
9. Review the request for NOL 1 and NOL 2;and						
10. Perform other tasks that may be assigned by the Project Manager/ Project Component Lead.						
Total						220,320.00

GENERAL CONDITIONS:
<p>1. ALL ENTRIES MUST BE TYPEWRITTEN, LEGIBLE AND COMPLETED, INCOMPLETE OR BLANK ENTRIES SHALL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL</p> <p>2. Bidders must submit/attach the ff: * Mayor's/Business Permit * Professional License/Curriculum Vitae (For Consulting Services) * PhilGEPS Reg. Number</p> <p>3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope: * Your Company Name * RFQ No. * PHILGEPS Reference No. * Address & Telefax No. * PR No. * Date & Time of Deadline</p> <p>4. Delivery period must be on the date required by the End-user indicated above; (State Comply or Not Comply in the Bidder's Certification Box):</p> <p>5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;</p> <p>6. Price validity shall be for a period of three (3) months;</p> <p>7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);</p> <p>8. Transactions with BFAR shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;</p> <p>9. FAILURE TO COMPLY WITH THESE CONDITIONS SHALL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL</p> <p>10. Terms of Payment: At least Thirty (30) days upon effectivity of Purchase Order.</p> <p>11. Payment will be made through direct credits to the bank accounts of the payee.</p>

END-USER: Mildred M. Buzon
PLACE OF DELIVERY: BFAR Central Office, Quezon City
PROCURING UNIT: BFAR-NPMO

SUPPLIER/ CONTRACTOR/ CONSULTANT'S CERTIFICATION
Date: _____ <p style="text-align: center;"><i>After having carefully read and accepted your General Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in the NUMBER OF DAYS I/WE INDICATED BELOW, from receipt of the Notice of Award or Purchase Order.</i></p> DELIVERY PERIOD: _____ DAYS Printed Name & Signature of Authorized Representative _____ Company Tel./ Fax/ Mobile No. _____ Company Tax Identification No. (TIN) _____ PHILGEPS REGISTRATION CERTIFICATE NO. _____ BANK DETAILS-ACCT NUMBER, ACCT. NAME, BRANCH _____