

## **TERMS OF REFERENCE**

### ***Senior Procurement Specialist***

- I. PROJECT TITLE : PHILIPPINE FISHERIES AND COASTAL RESILIENCY (FISHCORE) PROJECT**
- II. TITLE OF CONSULTANT : SENIOR 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 the 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 aquabusiness 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's (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 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,

## **VII. OBJECTIVES**

To ensure an efficient and systematic Procurement and Contract Management which involves the procurement of goods, civil works, and services required by the project and management of contracts with civil works contractors, consultants, other service providers,

and suppliers of goods and equipment. Specific procurement and contract management guidelines shall adhere to the World Bank's procurement guidelines.

To ensure the effective planning, strategizing, evaluation, and proper documentation of all the procurement activities under the Project in accordance with World Bank (WB) Procurement Guidelines/Regulations and RA 9184 Implementing Rules and Regulations (IRR).

## **VIII. SCOPE OF RESPONSIBILITIES**

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

1. Provide highly technical assistance in the NPMO to ensure that procurement of goods, non-consulting services, and consulting services are in accordance with the WB-approved Procurement Plan, WB Procurement Regulations, and FishCoRe's Procurement Operations Manual;
2. Render highly technical expertise in overseeing/reviewing the preparation of Procurement or Bidding Documents, minutes of meetings and clarifications, bid evaluation reports, etc.;
3. Provide highly technical support and advice in the planning and implementation of procurement activities in the central, regional, and provincial PMOs;
4. Assist in coordinating with the Bank, oversight agencies, and implementing agencies relative to the procurement of FishCoRe sub-projects;
5. Provide highly technical advice on procurement to the Project Manager and Component Leads;
6. Conduct research on market trends and linkages amongst suppliers and advise the Project Manager/NPMO accordingly on forecast prices.
7. Manage the processing of goods and services acquisition and disposal from tendering to negotiation and award of the contract;
8. Perform other tasks that may be assigned by the Bureau Director/FishCoRe Project Director/Project Manager.

## **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. Review and provide highly technical advice to ensure the correctness of consolidated procurement plans prepared by the National Project Management Office (NPMO)/Regional Project Coordinating Unit (RPIU)/FMA Coordinating Unit (FCU) and implementing agencies;
2. Review and provide highly technical advice on the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) for the Project;
3. Review and update the Project Procurement Strategy for Development (PPSD) and the Procurement Section of the Project Operations Manual to ensure their consistency and conformance to the World Bank Procurement Regulations;
4. Provide highly technical assistance to the FishCoRe-Special Bids and Awards

Committee in the procurement process, including attending and providing guidance and support in pre-bid conferences, bid opening etc. Monitor implementation of the procurement activities in accordance with the Procurement Manual and timelines agreed in the Procurement Plan and update the APP, as necessary;

5. Report the progress of procurement activities on a monthly, quarterly, semestral, and annual basis;
6. Prepare consolidated Procurement Reports for submission to the Project Manager/ SuPrIM Component Lead;
7. Manage the timely approval and execution of the procurement processes in line with the procurement plan, procedures, and policies;
8. Verify that procurement requests are in accordance with the approved procurement plans;
9. Plan and coordinate the periodic prequalification of suppliers and service providers and ensure timely submission of the suppliers' list to the procurement committee for approval in line with applicable guidelines;
10. Identify and assess risks, and escalate issues arising from issues relating to procurement and recommend corrective action/s; and
11. Perform other tasks that may be required, from time to time 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 a Bachelor's Degree in Law, Accounting, Financial Management, Business Administration, Engineering, or other related field.
2. Preferably with a Master's Degree.
3. Certified Procurement Specialist is an advantage.
4. At least eight (8) years of experience in managing procurement and logistics in government and private sectors with at least five (5) years direct experience working on projects funded by the World Bank or other Multilateral Development Banks.

### **B. Competencies**

1. Knowledgeable in World Bank Procurement Guidelines and R.A. No. 9184.
2. Attended at least 40 hours of training on procurement.
3. A high level of interpersonal and management skills and ability to work with teams in the organization at all levels;
4. Must be self-driven with the ability to work under pressure with minimal supervision and deliver amidst tight deadlines.
5. Excellent Communication Skills
6. Proficiency in MS Office applications.

## **XI. DELIVERABLES AND PAYMENTS**

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

	<b>Type of Report</b>	<b>Schedule</b>	<b>Payment</b>
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**

<b>Item</b>	<b>Total Cost (Php)</b>
Consultancy Services Fee for three (3) months	Php 239,760.00

*Interested applicants may send their application to [bfarbacinquiry@gmail.com](mailto:bfarbacinquiry@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.: +02. 8332. 4661  
 website: [www.bfar.da.gov.ph](http://www.bfar.da.gov.ph) /e-mail: [bfarbacinquiry@gmail.com](mailto:bfarbacinquiry@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.: 1049

PR No.: 23-08-1049

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**

NO.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)
	Hiring of highly technical consultant for the Procurement and Contract Management, planning, strategizing, evaluation, and proper documentation of all procurement activities of the FishCoRe project in accordance with the World Bank (WB) Procurement Guidelines/Regulations and RA 9184 Implementing Rules and Regulations (IRR).			
	<b>Term: September to November 2023</b>			
	<b>Qualification Standards</b>			
	<b>A. Education and Relevant Experiences</b>			
	1. Must be a holder of a Bachelor's Degree in Law, Accounting, Financial Management, Business Administration, Engineering, or other related field. 2. Preferably with a Master's Degree. 3. Certified Procurement Specialist is an advantage. 4. At least eight (8) years of experience in managing procurement and logistics in government and private sectors with at least five (5) years direct experience working on projects funded by the World Bank or other Multilateral Development Banks.			

SUPPLIER/ CONTRACTOR/ CONSULTANT'S PROPOSAL BOX		
FINANCIAL PROPOSAL (Indicate Price Offer)		TECHNICAL PROPOSAL (Please state COMPLY or NOT COMPLY for SERVICES)
UNIT PRICE	TOTAL PRICE	

<p><b>B. Competencies</b></p> <p>1. Knowledgeable in World Bank Procurement Guidelines and R.A. No. 9184.</p> <p>2. Attended at least 40 hours of training on procurement.</p> <p>3. A high level of interpersonal and management skills and ability to work with teams in the organization at all levels;</p> <p>4. Must be self-driven with the ability to work under pressure with minimal supervision and deliver amidst tight deadlines.</p> <p>5. Excellent Communication Skills</p> <p>6. Proficiency in MS Office applications.</p>						
<p><b>Deliverables</b></p>						
<p>1. Inception report</p> <p>2. Progress Report</p> <p>3. Final Output</p> <p>4. Completion Report</p>						
<p><b>Terms of Payment: Progress Billing</b></p>						
<p><b>Terms of Reference:</b></p>						
<p>1. Provide highly technical assistance in the NPMO to ensure that procurement of goods, non-consulting services, and consulting services are in accordance with the WB-approved Procurement Plan, WB Procurement Regulations, and FishCoRe's Procurement Operations Manual;</p>						
<p>2. Render highly technical expertise in overseeing/reviewing the preparation of Procurement or Bidding Documents, minutes of meetings and clarifications, bid evaluation reports, etc.;</p>						
<p>3. Provide highly technical support and advice in the planning and implementation of procurement activities in the central, regional, and provincial PMOs;</p>						
<p>4. Assist in coordinating with the Bank, oversight agencies, and implementing agencies relative to the procurement of FishCoRe sub-projects;</p>						

5. Provide highly technical advice on procurement to the Project Manager and Component Leads;				
6. Conduct research on market trends and linkages amongst suppliers and advise the Project Manager/NPMO accordingly on forecast prices;				
7. Manage the processing of goods and services acquisition and disposal from tendering to negotiation and award of the contract; and				
8. Perform other tasks that may be assigned by the Bureau Director/FishCoRe Project Director/Project Manager.				
Total				239,760.00

GENERAL CONDITIONS:
<p><b>1. ALL ENTRIES MUST BE TYPEWRITTEN, LEGIBLE AND COMPLETED, INCOMPLETE OR BLANK ENTRIES SHALL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL</b></p> <p>2. Bidders must submit/attach the ff;  * Mayor's/Business Permit/BIR Certificate of Registration  * 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 &amp; Telefax No.      * PR No.      * Date &amp; Time of Deadline</p> <p><b>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):</b></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><b>9. FAILURE TO COMPLY WITH THESE CONDITIONS SHALL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL</b></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. Buazon  
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 _____