

DEPARTMENT OF FINANCE

**PROCUREMENT OF A
CONSULTANCY SERVICES FOR THE DESIGN,
DEVELOPMENT AND IMPLEMENTATION OF AN
EXECUTIVE PROGRAM FOR A MASTERAL DEGREE IN
PUBLIC MANAGEMENT/ DEVELOPMENT MANAGEMENT
WITH SPECIALIZATION IN PUBLIC FINANCE**

PART I

**July 2015
ITB NO. 2015-7-C**

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SECTION I. REQUEST FOR EXPRESSION OF INTEREST

**REQUEST FOR EXPRESSION OF INTEREST FOR THE
PROCUREMENT OF A CONSULTANCY SERVICES FOR THE DESIGN, DEVELOPMENT
AND IMPLEMENTATION OF AN EXECUTIVE PROGRAM FOR A MASTERAL
DEGREE IN PUBLIC MANAGEMENT/ DEVELOPMENT MANAGEMENT WITH
SPECIALIZATION IN PUBLIC FINANCE**

1. The *Department of Finance (DOF)*, through the *General Appropriations Act for CY 2015*, intends to apply the sum of Twenty Seven Million Pesos (*PhP27,000,000.00*), being the Approved Budget for the Contract (ABC), to payments under the contract for the Procurement of Consultancy Services for the Design, Development and Implementation of an Executive Program for a Masteral Degree in Public Management/ Development Management with Specialization in Public Finance. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Procuring Entity's Bids and Awards Committee (BAC) now calls for the submission of eligibility documents for the procurement of consulting services for the Project. Interested consultants must submit their eligibility documents on or before August 10, 2015, 9:45 am at the BAC Secretariat, 7th Floor EDPC Building, BSP Complex, Roxas Blvd., Malate, Manila. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
3. The BAC shall draw up the short list of consultants from those who have submitted eligibility documents and have been determined as eligible in accordance with the provisions of Republic Act No. 9184 (R.A. No. 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of at least one (1) prospective bidder who will be entitled to submit bids. The criteria and rating system for short listing are:

I.	Applicable Experience	– 30%
II.	Quality of Personnel to be Assigned	– 50%
III.	Capacity to Execute the Consultancy Project	– 20%
	Total	– 100%

The passing score is seventy percent (70%).

4. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of R.A. No. 9184.

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

5. The Procuring Entity shall evaluate bids using the Quality Based Evaluation/Selection (QBE/QBS) procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
6. The contract shall be completed within a period of twelve (12) months from issuance of Notice to Proceed.
7. The Procuring Entity reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

Ms. Lilia Tan, Tel No. 526-84-75 / ltan@dof.gov.ph

GIL S. BELTRAN
Undersecretary and Chairman
Bids and Awards Committee

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, and of which at least sixty percent (60%) interest belongs to citizens 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 joint venture agreement (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 qualifications stated in the **EDS**.
- 1.4. Government corporate entities 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 dependent agencies of the Government of the Philippines (GOP) or the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements 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) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;
- (ii) Mayor’s permit issued by the city or municipality where the principal place of business of the Prospective Bidder is located;
- (iii) Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Documents

- (i) 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:
 - (i.1) the name and location of the contract;
 - (i.2) date of award of the contract;
 - (i.3) type and brief description of consulting services;
 - (i.4) the Prospective Bidder’s role (whether main consultant, subcontractor, or partner in a joint venture (JV))
 - (i.5) amount of contract;
 - (i.6) contract duration; and
 - (i.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (ii) Statement of the prospective bidder specifying its nationality and confirming that those who will actually perform the Consulting Services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2.

Financial Document

- (iii) The consultant’s audited financial statements, showing, among others, the consultant’s total and current assets

and liabilities, stamped "RECEIVED" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

(b) **Class "B" Document –**

Valid JVA, in case a JV is already in existence. In the absence of a JVA, duly notarized statements from all the potential JV partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the JV shall submit the legal eligibility documents. The submission of technical and financial documents by any of the JV partners constitutes compliance.

- 2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.
- 2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.
- 2.4. Prospective bidders may obtain a full range of expertise by associating with individual(s) and/or other entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed bidder. Foreign consultants shall seek the participation of Filipino consultants by entering into a JV with, or subcontracting part of the project to, Filipino consultants.
- 2.5. If a prospective bidder has previously secured a certification from the BAC to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

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, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Prospective Bidder.
- 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. Unless otherwise indicated in the **EDS**, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy of shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - 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 indelible ink and shall be signed by the Prospective Bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Prospective Bidder in capital letters;
 - (c) be addressed to the BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or 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 5 shall be declared "LATE" and shall not be accepted by the Procuring Entity.

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 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. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

8.1. The Procuring Entity's 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.

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. If the withdrawing prospective bidder's representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no

representative is present, the eligibility documents shall be returned unopened by registered mail.

- 8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.
- 8.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.5. 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 of the Procuring Entity 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 Letter of Invitation to Bid issued by the BAC of the Procuring Entity.
- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

SECTION III. ELIGIBILITY DATA SHEET

ELIGIBILITY DATA SHEET

Eligibility Documents	
1.2	CONSULTANCY SERVICES FOR THE DESIGN, DEVELOPMENT AND IMPLEMENTATION OF AN EXECUTIVE PROGRAM FOR A MASTERAL DEGREE IN PUBLIC MANAGEMENT/ DEVELOPMENT MANAGEMENT WITH SPECIALIZATION IN PUBLIC FINANCE
1.3	No further instructions.
(i)	No additional requirements.
(iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within CY 2012 – 2014 prior to the deadline for the submission and receipt of eligibility documents.
(i.7)	Proof of completed government and private contracts must be submitted: (1) Certificate of completion, or satisfactory performance from the client and/or official receipt; and (2) Contract/agreement.
4.1	No further instructions.
0	Each Prospective Bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(c)	DOF Bids and Awards Committee.
4.3(d)	No further instructions
5	The address for submission of eligibility documents is BAC Secretariat c/o General Services Division, 7 th Floor EDPC Building, BSP Complex, Roxas Blvd., Malate, Manila The deadline for submission of eligibility documents is August 10, 2015 at 9:45 am
0	The place of opening of eligibility documents is DFG Conference Room, 4 th Floor DOF Bldg. The date and time of opening of eligibility documents is August 10, 2015 at 10:00 am.
0	No further instructions.
0	Please refer to the attached form.

CRITERIA FOR SHORT LISTING PROSPECTIVE BIDDERS

NAME OF INSTITUTION _____

CRITERIA	WEIGHT
I. APPLICABLE EXPERIENCE	30%
A. Completed Consulting Services of size, complexity and technical specialty comparable to job under consideration, including quality of performance	20%
B. Other completed consulting services related to the job under consideration.	5%
C. Known cases of prior performance, including quality of work conforming obligations and costs	5%
II. QUALITY OF PERSONNEL TO BE ASSIGNED	50%
A. Work experience/involvement in projects relating to Consulting Service the Design, Development and Implementation of an Executive Program for a Masteral Degree in Public Management / Development Management with Specialization in Public Finance	20%
B. Time involvement in the project	5%
C. Other experience in Consulting Service for the Design, Development and Implementation of a Masteral	5%
D. Education and training	20%
III. CAPACITY TO EXECUTE THE PROJECT	20 %
Total	100%
Passing Score	70%

SECTION IV. PROSPECTIVE BIDDER'S SHORT LISTING FORM

CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR CONSULTANCY SERVICES

LEGAL DOCUMENTS

- Copy of the duly signed letter of application signed by the authorized party;
- Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents;
- Valid and current Mayor's permit issued by the city or municipality where the principal place of business of the Prospective Bidder is located.
- Tax Clearance

TECHNICAL DOCUMENTS

- 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 as provided in the Bidding Documents.
- Statement of the Prospective Bidder 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.

FINANCIAL DOCUMENT

- The Prospective Bidder's audited financial statements, showing among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the date of bid submission.

LETTER OF INTENT AND APPLICATION FOR ELIGIBILITY

(Date of Issuance)

HON. CARLO A. CARAG
Department of Finance
Roxas Blvd., Malate, Manila

Attention : The Chairman
Bids and Awards Committee

Dear Sir / Madame:

In response to the Request for Expression of Interest for the Consultancy Services for the Design, Development and Implementation of an Executive Program for a Masteral Degree in Public Management/ Development Management with Specialization in Public Finance of the Department of Finance which appeared at the (name of newspaper or website or G-EPS) on (date of advertising / posting), we would like to express our intention to apply for eligibility to participate in the said bidding.

If found eligible and subsequently short listed, we commit to purchase the bid documents for the said project and to submit a bid.

In this regard, we would like to purchase the set of eligibility forms for the project.

Very truly yours,

Name of Representative of the Prospective Bidder
Position
Name of Prospective Bidder

Received by the BAC:

Date: _____

STATEMENT OF ONGOING PROJECTS

List of Ongoing Government and Private Contracts, including those awarded but not yet started

Name of Prospective Bidder : _____
 Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration

Attachments (any of the following, as may be applicable):

1. Notice of Award and Notice to Proceed; or
2. Contract; or
3. Purchase Order.

Submitted by:

Name of Authorized Representative of Prospective Bidder

Position

Name of Prospective Bidder

Date: _____

STATEMENT OF SIMILAR COMPLETED PROJECTS

List of Completed Government and Private Contracts, within the (period specified in the ITB)

Name of Prospective Bidder : _____
 Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration

Attachments:

1. Certificate of satisfactory completion issued by the client

Submitted by:

Name of Authorized Representative of Prospective Bidder
Position
Name of Prospective Bidder

Date: _____

STATEMENT ON OWNERS / PRINCIPALS / PARTNERS AND KEY STAFF

(Date of Issuance)

HON. CARLO A. CARAG
Department of Finance
Roxas Blvd., Malate, Manila

Attention : The Chairman
Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the Department of Finance Bids and Awards Committee for the bidding of the Consultancy Services for the Design, Development and Implementation of an Executive Program for a Masteral Degree in Public Management/ Development Management with Specialization in Public Finance, we certify that (Name of Prospective Bidder) has the following owners / principals / partners and key staff:

Name and Title	Degree	Years with Firm	Age
1.			
2.			
3.			
4.			
5.			
...			
.			
n			

Attached are their Curriculum Vitae.

Very truly yours,

Name of Authorized Representative of Prospective Bidder
Position
Name of Prospective Bidder

STATEMENT ON TECHNICAL COMPETENCE

(Date of Issuance)

HON. CARLO A. CARAG

Department of Finance
Roxas Blvd., Malate, Manila

Attention: The Chairman
 Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the Department of Finance (DOF) Bids and Awards Committee for the bidding of the Procurement of Consultancy Services for the Design, Development and Implementation of an Executive Program for a Masteral Degree in Public Management/ Development Management with Specialization in Public Finance, we certify that (Name of Prospective Bidder) has the technical competence, relevant experience and qualified staff to successfully implement the project, if awarded the contract.

Very truly yours,

Name of Authorized Representative of Prospective Bidder
Position
Name of Prospective Bidder

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

Name of Prospective Bidder : _____
Business Address : _____

Summary of the Prospective Bidder’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of the construction equipment:

		Year 20 __
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Working Capital (2-4)	

Attachment:

1. Income Tax Return and Audited Financial Statement

Submitted By:

Name of the Representative of Prospective Bidder

Position

Name of the Prospective Bidder

Date: _____

NOTE:

1. If Partnership or JV, each Partner or Member Firm of JV shall submit the above requirements.

TERMS OF REFERENCE

(Procurement of Consulting Services for the Design, Development and Implementation of a Curriculum for the DOF Professional Development Program Through a Customized Masteral Degree with Specialization in Public Finance)

I. Background

The National Government, in its social contract with the Filipino people, underlines its commitment to transform the government workforce into “professional, motivated and energized bureaucracies with adequate means to perform their public service missions” guided by the belief that strengthened public institutions translates into both moral and economic value.

A key component in achieving the necessary transformation that will lay foundation to the vision of “a government dedicated to honing and mobilizing our people’s skills and energies” is the support of capable public servants with a clear sense of right and wrong, who aim for excellence and integrity rather than mediocrity and dishonesty, and who place others before themselves. Hence, it is imperative that a systematic program for learning and training be instituted within government agencies.

In response to this need, the Department of Finance has established a comprehensive DOF Professional Development Program which aims to attract the best and brightest individuals in the country to public service and, at the same time, to enhance the skills and capabilities of its present officials and employees.

Part of the Program is a specialized master’s degree in Development Management with particular concentration on Public Finance. Staying true to the aim of strengthening the workforce into able and professional public servants in the spirit of excellence, the DOF recognizes the need to partner with a reputable and world-class academic institution that will assist the DOF in designing this specialized course.

II. Objective

This project is intended to procure the services of an internationally accredited business graduate school with extensive global presence that will provide world-class education to selected personnel of the Department of Finance, Bureaus, Attached Agencies and Government Financial Institutions under the DOF supervision with the end goal of developing a sustainable pool of professional public servants who are not only public finance specialists and managers but also effective managers.

III. Scope of Services

The project shall include, among others, the provision/conduct of the following:

- Design and development of Curriculum for a Master's degree program with specialization on Public Finance in consultation with the DOF – Personnel Career Development Committee
- Provision of top-notch professors, instructors or lecturers, preferably with experience in public finance and/or public service practitioners
- Access to state-of-the-art facilities that make for a conducive learning environment
- Distribution of program brochures and application forms for prospective applicants
- Conduct of admission test and issuance of test results for prospective students
- Provision of thesis guidance and assistance for students under the Program
- Conduct of recruitment session(s)

IV. Expected Deliverables

1. Approved curriculum and/or modules by Personnel Career Development Committee
2. List of Recommended Professors, Instructors and Lecturers
3. List of Electives to be Offered
4. Presentation of the whole Program to the DOF – Personnel Career Development Committee and target participants during the recruitment session(s)
5. Quality graduates in accordance with standards set by Personnel Career Development Committee
6. Provision of learning materials, handouts, brochures and admission test results

V. Approved Budget of the Program: *Twenty Seven Million Pesos (PhP27,000,000.00)*

VI. Duration of the Program

The duration of the Program shall be at least 12 months, but not more than 24 months effective upon the issuance of Notice to Proceed.

VII. Contract Arrangements

The Contract of Consultancy Service to include all administrative arrangements and logistics, fees and payments shall be prepared in accordance with the requirements of both parties.

Administrative arrangements for prospective participants from the DOF Bureaus and attached agencies shall be discussed during the negotiations.