



RFR NO. 2023-08-196  
8-4-23

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1

Regional Office I  
Aguila Rd., Sevilla, San Fernando City, La Union  
[www.region1.dilg.gov.ph](http://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 **Small Value Procurement** for the "Outsourcing of Civil Society Organization - Service Provider for the implementation of Third Party Monitoring (TPM) of the Local Government Support Fund – Support to the Barangay Development Program (LGSF-SBDP)" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project:** Outsourcing of Civil Society Organization - Service Provider for the implementation of Third Party Monitoring (TPM) of the Local Government Support Fund – Support to the Barangay Development Program (LGSF-SBDP).

**Approved Budget for the Contract:** Php 500,000. 00

**Terms of Reference** See attached Annex "A" for Terms of Reference

**Location** Region 1

**Delivery Term** See Timetable in the attached Terms of Reference (Annex "A")

- The DILG R1 now calls for the submission of eligibility documents for Consulting Services of the above-mentioned Project. The Consultant is expected to meet the following objective for the duration of the Project:
  - The Civil Society Organization (CSO) Service Provider (SP) will prepare and submit duly signed After Activity Report for every activities reflected in the Work Financial Plan (WFP). The CSO-SP shall present the final output thru an Exit Conference and submit Terminal Report to the Regional Director thru the RTWG at the end of engagement with DILG Regional Office 1.
  - 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

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**(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.

Scope of services is indicated in the Terms of Reference (TOR) of the Project (see Annex A).

- In accordance with Section 24 of R.A. No. 9184 and its IRR, the criteria and rating system are:
  - i. Experience and capability of the consultant in all of the following areas (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)
    - \*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 DILG shall evaluate bids using the **Quality Based Evaluation (QBE)**. The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
- 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 41 of R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
- Scoring shall be based on eligibility documents submitted, considering the criteria and rating system mentioned above.
- The minimum score required for each criterion is, as follows:
  - (i) Experience and capability of the consultant (50 points);

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- (ii) Qualification of personnel who may be assigned to the job (20 points);  
and
  - (iii) Current workload relative to capacity (10 points).
- Interested suppliers 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
    - Curriculum Vitae of the Consultant/s (Use Annex F)
- Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:
- 1 Diploma
  - 2 Certificate of Employment
  - 3 Professional Certifications and/or Licenses
- The following technical documents shall be submitted together with the eligibility requirements stated above:
    - Price Quotation Form (Annex "C")
    - Statement of all Government and Private Contracts completed which are similar in nature (Use Annex D)
    - List of all Ongoing Government and Private Contracts including contracts awarded but not yet started (Use Annex E)
  - 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 \_\_\_\_\_ at the DILG Regional Office 1 c/o BAC Secretariat, Sevilla, City of San Fernando, La Union.
  - For inquiry, you may contact us at tel. nos. 888-2289, 888-2108 or 888-2294.

  
**PEDRO D. GONZALES**  
BAC Chairperson

## 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-2, IS-29 LU-2, PANG-2)	4 prov. (total of 35 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.

**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.

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

Consultant's Name : \_\_\_\_\_

Consultant's Address : \_\_\_\_\_

<b>Name of Client/ Contact Person/ Contact Number/ Email Address</b>	<b>Date of the Contract</b>	<b>Kinds of Consulting Services</b>	<b>Value of Outstanding Contracts</b>	<b>Date of Delivery</b>
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 bid) 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.

## TERMS OF REFERENCE

Third Party Monitoring (TPM) for the FY 2022 Local Government Support Fund – Support to the Barangay Development Program (LGSF-SBDP).

### 1. INTRODUCTION

- 1.1 The Support to the Barangay Development Program (SBDP) is a flagship program of the government which seeks to end local communist armed conflict by improving the quality of life in affected communities and thereby minimizing local support and sympathy to the terrorists. This is accomplished by providing socioeconomic development projects to identified cleared armed-conflict communities such as farm-to-market roads, health centers, electrification, water and sanitation facilities, schools, and livelihood projects. For Region 1, 51 sub-projects were proposed and funded in the FY 2022 National Budget under the Local Government Support Fund (LGSF).
- 1.2 To ensure transparent, accountable, and responsive implementation of the SBDP, Third-Party Monitoring (TPM) by an accredited non-government entity shall be deployed to provide an independent perspective on project performance and shall augment existing monitoring capacities of this Department.

### 2. OBJECTIVE

- 2.1 Third Party Monitoring project is a DILG initiative on pursuing independent perspective on project and governance performance of local governments conducted through and by non-government organizations (monitoring parties) that are external to the project direct beneficiary structure to determine and develop the success of governance, delivery effectiveness, and empowerment mechanisms in-paced for the Local Government Support Fund (LGSF) projects.
- 2.2 This project is proposed to be carried out by an accredited NGO/CSO partner whose service and engagement underwent the competitive process of public procurement. In performing the TPM function, the NGO/CSO shall be guided by the project outcomes on: (1) **Governance** by integrating social accountability mechanisms in local governance, (2) **Development effectiveness** by assessment and evaluation of LGSF project effectiveness, and (3) **Empowerment** by continuing capacity development of citizen and non-government organizations to monitor and evaluate government projects under LGSF. In achieving these projects outcomes, the NGO/CSO partner shall:

2.2.1 **Develop** Tools and Framework for integrating Social Accountability Mechanisms for the LGSF;

2.2.2 **Capacitate** and deploy citizens who shall monitor projects being implemented under the LGSF; and

2.2.3 **Assess** the implementation of the LGSF Projects and the satisfaction of its target beneficiaries

### 3. COVERAGE AND SCOPE

3.1 The TPM shall cover all infrastructure LGSF-SBDP projects reported as *completed* and/or *ongoing* in the Regional Project Monitoring and Evaluation System (RPMES).

The scope of the monitoring shall include: (i) planning process; (ii) project implementation; and (iii) results and outcomes of the SBDP projects.

### 4. STAFF REQUIREMENTS

4.1 The TPM shall provide the qualifications and competencies of the staff they will be mobilizing for the endeavor. It shall be duly registered and accredited by the DILG as implementing agency and has an organization complete with structure and staffing pattern.

The following key personnel must be deployed to the identified 35 sub-projects that are being monitored:

### 5. INPUTS

5.1 Guidelines on the Implementation of the Third-Party Monitoring (TPM) for the FY 2022 LGSF – Support to the Barangay Development Program (LGSF-SBDP).

### 6. OUTPUT/DELIVERABLES

6.1 The Third - Party Monitoring – shall implement the following outputs/deliverables in each implementation phase of every project being monitored based on their roles and responsibilities as a monitoring service provider.



## **7. ROLES AND RESPONSIBILITIES OF THE TPM SERVICE PROVIDER**

- 7.1 The TPM Service Provider shall refer to an accredited non-governmental entity that shall be formally engaged by the DILG to conduct the third party monitoring of projects under the LGSF-SBDP. The TPM Service provider shall:
- 7.1.1 Develop and submit the following initial outputs:
    - 7.1.1.1 Inception Report and Survey Instrument describing the process, steps and strategies needed in conducting the TPM, and
    - 7.1.1.2 Work and Financial Plan reflecting the detailed activities, deliverables, budget requirements and schedule of implementation
  - 7.1.2 Ensure that there will be specific personnel / representative assigned to deliver the services for DILG Region 1 and no work / services shall be compromised, in case the CSO-SP have multiple areas covered.
  - 7.1.3 Provide and mobilize an individual or a team as third-party monitors that shall conduct the actual assessment of the projects;
  - 7.1.4 Submit an implementation progress report to TPM Regional Technical Working Group (RTWG) on a regular basis;
  - 7.1.5 Present the final output to the RTWG in an exit conference, and
  - 7.1.6 Submit terminal report to the Regional Director thru the RTWG at the end of the engagement with the Regional Office.

## **8. TIMELINE OF THE TPM SERVICE**

- 8.1 The services under this TOR are expected to be accomplished based on the duration details of each project being monitored and shall submit the Terminal Reports per project not later than **October 23, 2023**.

## **9. ROLES AND RESPONSIBILITIES OF THE DILG**

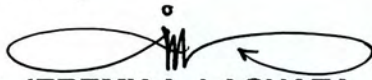
- 9.1 This section provides the roles and responsibilities of the Department of the Interior and Local Government (DILG) particularly for the DILG Regional Offices;
- 9.1.1 DILG Regional Office shall:

- 9.1.1.1 Provide oversight in the end-to-end implementation of the TPM in their respective regions;
- 9.1.1.2 Create a Technical Working Group (TWG) that shall serve as the regional team lead in the implementation of the TPM;
- 9.1.1.3 Partner with an accredited non-government entity which shall serve as the TPM Service Provider as defined in Section 4.3 hereof. The mode of engagement may be in the form of, but not limited to:
  - 9.1.1.4.1 Memorandum of Agreement (MOA)
  - 9.1.1.4.2 Memorandum of Understanding (MOU)
  - 9.1.1.4.3 Contract of Service (COS)
- 9.1.1.4 Approve the TPM Framework and Tools, and Work and Financial Plan (WFP) prepared and submitted by the TPM Service Provider;
- 9.1.1.5 Ensure that all data and information are readily available and accessible to the TPM Service Provider, with assistance from the concerned DILG Provincial Offices;
- 9.1.1.6 Provide assistance to the TPM Service Provider in coordinating with the concerned Local Government Units (LGUs) during the period of TPM implementation; and
- 9.1.1.7 Cause the release of payment to the TPM Service Provider, in accordance with the duly approved WFP subject to the usual budgeting, accounting and auditing rules and regulations.

## **10. BUDGET**

- 10.1 The total budget for the TPM services required in this TOR shall be charged against under the Local Government Support Fund (LGSF) – Support to Barangay Development Programs (SBDP) of GAA FY 2023 and as stated in the MOA.

*Submitted by:*



**ENGR. JEREMY A. LACUATA**  
PDMU – Engineer III



**MR. ALDRIN D. NOLASCO**  
LG MED – DMO III



**ENGR. CHERRY U. ADRIANO**  
PDMU – Engineer III

*Recommended by:*



**ENGR. SHARWYN M. SANGEL, En.P.**  
FAD Chief / Concurrent PDMU Chief



**MS. RHODORA G. SORIANO**  
LG MED Chief

*Approved by:*



**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
Regional Director

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