



LBP LEASING AND FINANCE CORPORATION
(A LANDBANK Subsidiary)

15th Floor SycipLaw Centre Bldg, #105 Paseo de Roxas St. 1226 Makati City
Telephone Number 8818-2200/ Fax Number 819-6176

**INVITATION TO QUOTE FOR PROCUREMENT OF CONSULTANT FOR CONDUCT OF
ORGANIZATIONAL
ASSESSMENT AND CRAFTING OF DESIGN FRAMEWORK
(LLFC-CAP-25-006)**

REQUEST FOR QUOTATION (Small Value Procurement)

LBP Leasing and Finance Corporation (LLFC) through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement in accordance with Section 53.0 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of the Project	Procurement of Consultant for Conduct of Organizational Assessment and Crafting of Design Framework (LLFC-CAP-25-006)
Approved Budget of the Contract (ABC)	One Million Pesos (PhP1,000,000.00)
<u>BACKGROUND</u>	
<p>Executive Order No. 65 Approving the merger of LBP Leasing and Finance Corporation (LLFC) and UCPB Leasing and Finance Corporation (ULFC), with LLFC as the surviving entity issued by the Office of the President of the Philippines effective on 08 August 2024 provides that LLFC must submit its proposed Reorganization Plan to GCG as approved by its Board of Directors within one (1) year from the effectivity of the order.</p> <p>The Reorganization Plan must be done in accordance GCG Memorandum Circular No. 2015-04 on Reorganization, Rationalization and personnel Planning in the GOCC Sector and the Guidebook for Reorganization for GOCCs.</p>	
<u>OBJECTIVES</u>	
<p>a. Ensure alignment of the organizational structure with strategic priorities. b. Enhance operational efficiency and compliance with governance standards. c. Implement effective change management strategies for smooth reorganization. d. Foster corporate governance and accountability.</p>	
<u>SPECIFICATIONS</u>	
<p>. The bidder shall be engaged upon issuance of the notice to proceed, and all deliverables shall be submitted based on the prescribed timeline.</p> <p>1. Qualifications:</p> <p>a. Must be a reputable consulting firm legally established with at least five (5) years of experience in conducting any or all of the following:</p> <ul style="list-style-type: none">• Strategic Planning• Organizational Development• Change Management• Reorganization/Restructuring Planning• Current State Assessment/Organizational Assessment• Workforce Analysis	

Preferably knowledgeable on the relevant rules and regulations on strategic planning and restructuring set by oversight agencies such as GCG, CSC, DBM, among others. Has managed/led at least one (1) Human Resource/Organization Development related project in a government office in the last (5) years.

- b. The Team Leader and Project Team Members must have handled at least three (3) similar engagements in other organizations.

The project team must be composed of at least **Three (3) Members**

2. Requirements for Submissions:

- a. Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.
- b. Company Profile
- c. Proposal including methodology and plan of approach.
- d. Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation
- e. Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex "B")
- f. Original and notarized Omnibus Sworn Statement (Annex "C")
- g. Notarized Secretary's Certificate for proof of authorization
- h. Valid and current year Mayor's Permit or proof of application
- i. Valid and current PhilGEPS Registration Number
- j. DTI/SEC Registration (for Partnership/Corporation)
- k. Latest Tax Clearance per E.O. 398, series of 2005

4. Scope of Work, Timelines, and Deliverables:

The service provider shall perform the following activities and complete the deliverables within the given timeframe. All outputs must be provided in both hard and soft copies (in an editable format):

PHASE 1: ORGANIZATIONAL REVIEW AND WORKFORCE PLANNING

1. Current State Assessment

Identification of organizational needs in setting the context for talent and structure assessment. The analysis must contain a gap analysis of the desired conditions and the current state of the organization. This should include qualitative and quantitative reports. The following must be considered in the conduct of current state assessment:

- **Business Strategy**
 - Review LLFC's core mandate, strategic plans, performance indicators, and charter statement (mission, vision, and core values).
 - Gather insights from key stakeholders, including customers, employees, and leadership, through structured discussions.
 - Conduct of Maturity Analysis.
- **Size and Structure**
 - Description and analysis of the following:
 - complexity (functional separation),
 - formality (lines of control and responsibility),
 - participation (decision-making) and
 - communication (information flow).
- **Environmental Analysis**
 - Conduct of **SWOT Analysis**
 - Conduct of **PESTLE Analysis**
- **Systems and Controls**
 - Description of the activities being done by the Organizational Units.
 - Review industry best practices
 - value chain systems.

Deliverables:

- **Current State Assessment Report**

b. Workforce Analysis and Planning (WAP)

The WAP involves assessment of the existing workforce and future workforce needs of an organization covering the following components:

- Supply Analysis – analysis of existing workforce
- Demand Analysis – assessment of future workforce needs to include identification of job characteristics and estimated future workforce needs based on the job characteristics.
- Gap Analysis - comparison of the supply analysis and demand analysis. The gap shall refer to the level of workforce needs for the next 5 years which is not yet addressed by the existing workforce.

Analyses include, but are not limited, to the following:

- Profile of officers and employees (i.e. age, sex, length of service, etc.)
- Mobility within the organization
- Turnover rates
- Retention rates
- Vacancy patterns
- Retirement patterns
- Promotion patterns
- Workload patterns
- Leave patterns – sick leave, long service leave, family and parental leave
- Time taken to recruit
- Skills shortage and oversupply
- Employment market and competition
- Exit interviews
- Employee perception survey results
- Customer service survey results

Deliverables:

- **Workforce Analysis and Planning Report**

Timeline: Twenty-five (25) Days

PHASE 2: COST BENEFIT ANALYSIS OF THE REORGANIZATION

The cost-benefit analysis will include monetary benefits (e.g. savings from abolished positions and improved operational efficiency, additional profit from expansion, etc.) and monetary costs (e.g. payment of separation pay to affected personnel, creation of additional branches, training costs to address competency gaps, etc.) associated with the restructuring initiative.

Deliverable:

- **Cost Benefit Analysis Report**

Timeline: Fifteen (15) Days

PHASE 3: DESIGN FRAMEWORK DEVELOPMENT

The Design Framework identifies the performance results for the reorganization. It is in the form of a scorecard, but it contains performance indicators and targets specifically to measure the success of the reorganization. The success indicators and targets must address the issues identified in the Current State Analysis Report.

Deliverable:

- **Design Framework**

Timeline: Twenty-five (25) Days

The above deliverables/reports shall be subject to review by LLFC and shall be deemed accepted or finalized only upon issuance of Certification of Acceptance within seven (7) working days upon the receipt of deliverables.

The Reorganization Plan must be done in accordance GCG Memorandum Circular No. 2015-04 on Reorganization, Rationalization and personnel Planning in the GOCC Sector and the Guidebook for Reorganization for GOCCs.

Extension in submission of the deliverables shall not be allowed except upon a written request submitted by LLFC within fifteen (15) days prior to the required date of submission. Where no action was taken on the request for the extension within three (3) days upon the receipt, the request/s shall be deemed approved. In any event, the extension shall not be beyond 10 days from the original date of submission.

PROJECT COST

The approved budget of the contract shall be **One Million Pesos (Php1,000,000.00) inclusive of all applicable taxes and operational/out of pocket expenses.**

CONTRACT PAYMENT SCHEME

Payment to the service provider shall be made through milestone payment:

Upon completion and acceptance of deliverables for Phase 1	50% of Contract Amount
Upon completion and acceptance of deliverables for Phase 2	20% of Contract Amount
Upon completion and acceptance of deliverables for Phase 3	30% of Contract Amount

1. Please accomplish the following:

- a.) Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation
- b.) Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex "B")
- c.) Original and notarized Omnibus Sworn Statement (Annex "C")
- d.) Notarized Secretary's Certificate for proof of authorization
- e.) Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.
- f.) Company Profile
- g.) Proposal including methodology and plan of approach.

Submit in a sealed envelope to LBP Leasing and Finance Corporation office located at 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before February 25, 2025, 05:00PM** together with the **Certified True Copies** of the following **Eligibility documents**:

- a.) Valid and current year Mayor's Permit or proof of application
- b.) Valid and current PhilGEPS Registration Number
- c.) DTI/SEC Registration (for Partnership/Corporation)
- d.) Latest Tax Clearance per E.O. 398, series of 2005

2. All quotations must include all applicable taxes and shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotations. Quotations received in excess of the approved budget shall be automatically rejected.
3. Liquidated damages equivalent to one tenth (1/10) of the one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. LLFC may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
4. The project shall be awarded to the proponent determined to have submitted the complete and lowest quotation including compliance to the Schedule of Requirements and Eligibility documents.
5. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
6. LLFC reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein to accept the quotation as may be considered more advantageous to the Government

7. Terms of payment shall be within thirty (30) calendar days from date of acceptance. The procurement of LLFC is subject to a final VAT withholding of five percent (5%) in addition to the applicable withholding tax.

For further information, please visit LBP Leasing and Finance Corporation office or contact the BAC Secretariat Ms. Jose Emmanuel I. Guerrero at telephone number 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 21 February 2025

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR CONSULTANT
FOR CONDUCT OF ORGANIZATIONAL ASSESSMENT AND CRAFTING OF DESIGN
FRAMEWORK**

PROJECT NAME	:	Procurement of Consultant for Conduct of Organizational Assessment and Crafting of Design Framework
APPROVED BUDGET FOR THE CONTRACT	:	One Million Pesos (Php1,000,000.00)
BUDGET SOURCE		2025 Corporate Operating Budget (COB)

I. SUMMARY

Executive Order No. 65 Approving the merger of LBP Leasing and Finance Corporation (LLFC) and UCPB Leasing and Finance Corporation (ULFC), with LLFC as the surviving entity issued by the Office of the President of the Philippines effective on 08 August 2024 provides that LLFC must submit its proposed Reorganization Plan to GCG as approved by its Board of Directors within one (1) year from the effectivity of the order.

The Reorganization Plan must be done in accordance GCG Memorandum Circular No. 2015-04 on Reorganization, Rationalization and personnel Planning in the GOCC Sector and the Guidebook for Reorganization for GOCCs.

II. THE OBJECTIVES

- a. Ensure alignment of the organizational structure with strategic priorities.
- b. Enhance operational efficiency and compliance with governance standards.
- c. Implement effective change management strategies for smooth reorganization.
- d. Foster corporate governance and accountability.

III. DELIVERABLES AND TIMETABLE

The bidder shall be engaged upon issuance of the notice to proceed, and all deliverables shall be submitted based on the prescribed timeline.

1. Qualifications:

- a. Must be a reputable consulting firm legally established with at least five (5) years of experience in conducting any or all of the following:
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 - Workforce Analysis

Preferably knowledgeable on the relevant rules and regulations on strategic planning and restructuring set by oversight agencies such as GCG, CSC, DBM, among others. Has managed/led at least one (1) Human Resource/Organization Development related project in a government office in the last (5) years.

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The project team must be composed of at least **Three (3) Members**

2. Requirements for Submissions:

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 - Gather insights from key stakeholders, including customers, employees, and leadership, through structured discussions.
 - Conduct of Maturity Analysis.
- **Size and Structure**
 - Description and analysis of the following:
 - complexity (functional separation),
 - formality (lines of control and responsibility),
 - participation (decision-making) and
 - communication (information flow).
- **Environmental Analysis**
 - Conduct of **SWOT Analysis**
 - Conduct of **PESTLE Analysis**

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FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR CONSULTANT
FOR CONDUCT OF ORGANIZATIONAL ASSESSMENT AND CRAFTING OF DESIGN
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- **Systems and Controls**
 - Description of the activities being done by the Organizational Units.
 - Review industry best practices
 - value chain systems.

Deliverables:

- **Current State Assessment Report**

b. Workforce Analysis and Planning (WAP)

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Analyses include, but are not limited, to the following:

- Profile of officers and employees (i.e. age, sex, length of service, etc.)
- Mobility within the organization
- Turnover rates
- Retention rates
- Vacancy patterns
- Retirement patterns
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- Employment market and competition
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- Employee perception survey results
- Customer service survey results

Deliverables:

- **Workforce Analysis and Planning Report**

Timeline: Twenty-five (25) Days

PHASE 2: COST BENEFIT ANALYSIS OF THE REORGANIZATION

The cost-benefit analysis will include monetary benefits (e.g. savings from abolished positions and improved operational efficiency, additional profit from expansion, etc.) and

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FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR CONSULTANT
FOR CONDUCT OF ORGANIZATIONAL ASSESSMENT AND CRAFTING OF DESIGN
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monetary costs (e.g. payment of separation pay to affected personnel, creation of additional branches, training costs to address competency gaps, etc.) associated with the restructuring initiative.

Deliverable:

- **Cost Benefit Analysis Report**

Timeline: Fifteen (15) Days

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Deliverable:

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Timeline: Twenty-five (25) Days

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IV. PROJECT COST

The approved budget of the contract shall be **One Million Pesos (Php1,000,000.00) inclusive of all applicable taxes and operational/out of pocket expenses.**

V. CONTRACT PAYMENT SCHEME

Payment to the service provider shall be made through milestone payment:

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FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR CONSULTANT
FOR CONDUCT OF ORGANIZATIONAL ASSESSMENT AND CRAFTING OF DESIGN
FRAMEWORK**

Upon completion and acceptance of deliverables for Phase 1	50% of Contract Amount
Upon completion and acceptance of deliverables for Phase 2	20% of Contract Amount
Upon completion and acceptance of deliverables for Phase 3	30% of Contract Amount

Price Quotation Form

Date:

MS. RIZA M. HERNANDEZ

Chairperson, Bids and Awards Committee
 LBP Leasing and Finance Corporation (LLFC)
 15th Flr., Sycip Law Center, #105 Paseo de Roxas St.,
 Makati City

Dear **Ms. Hernandez**:

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Description/ Specifications:	Qty.	Unit Price (P)	Total Price (P)
(In details)			
Amount in Words: _____ _____			
Warranty			

The above-quoted prices are inclusive of all costs and applicable taxes. Duration of Contract Agreement **with LBP Leasing and Finance Corporation** shall be within sixty (65) days upon receipt of Purchase Order (P.O.) and Notice to Proceed.

Very truly yours,

 Printed Name over Signature of Authorized Representative

 Name of Company

 Contact No./s

***Please submit all the required eligibility documents together with the Annexes "A, B and C"**

Schedule of Requirements and Eligibility Requirements

Bidders must state “**Comply**” in the column “Statement of Compliance” against each of the individual parameters.

Requirements	Statement of Compliance
<p>1. Qualifications:</p> <p>a. Must be a reputable consulting firm legally established with at least five (5) years of experience in conducting any or all of the following:</p> <ul style="list-style-type: none"> • Strategic Planning • Organizational Development • Change Management • Reorganization/Restructuring Planning • Current State Assessment/Organizational Assessment • Workforce Analysis <p>Preferably knowledgeable on the relevant rules and regulations on strategic planning and restructuring set by oversight agencies such as GCG, CSC, DBM, among others. Has managed/led at least one (1) Human Resource/Organization Development related project in a government office in the last (5) years.</p> <p>b. The Team Leader and Project Team Members must have handled at least three (3) similar engagements in other organizations.</p> <p style="text-align: center;">The project team must be composed of at least Three (3) Members</p>	
<p>2. Requirements for Submissions:</p> <p>a. Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.</p> <p>b. Company Profile</p> <p>c. Proposal including methodology and plan of approach.</p> <p>d. Price Quotation Form (Annex “A”) together with the supplier’s official proposal/quotation</p> <p>e. Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex “B”)</p> <p>f. Original and notarized Omnibus Sworn Statement (Annex “C”)</p> <p>g. Notarized Secretary’s Certificate for proof of authorization</p> <p>h. Valid and current year Mayor’s Permit or proof of application</p> <p>i. Valid and current PhilGEPS Registration Number</p> <p>j. DTI/SEC Registration (for Partnership/Corporation)</p> <p>k. Latest Tax Clearance per E.O. 398, series of 2005</p>	
<p>PHASE 1: ORGANIZATIONAL REVIEW AND WORKFORCE PLANNING</p> <p>1. Current State Assessment</p> <p>Identification of organizational needs in setting the context for talent and structure assessment. The analysis must contain a gap analysis of the desired conditions and the current state of the organization. This should include qualitative and quantitative reports. The following must be considered in the conduct of current state assessment:</p> <ul style="list-style-type: none"> • Business Strategy <ul style="list-style-type: none"> ○ Review LLFC’s core mandate, strategic plans, performance indicators , and charter statement (mission, vision, and core values). ○ Gather insights from key stakeholders, including customers, employees, and leadership, through structured discussions. 	

<ul style="list-style-type: none"> ○ Conduct of Maturity Analysis. ● Size and Structure <ul style="list-style-type: none"> ○ Description and analysis of the following: <ul style="list-style-type: none"> ▪ complexity (functional separation), ▪ formality (lines of control and responsibility), ▪ participation (decision-making) and ▪ communication (information flow). ● Environmental Analysis <ul style="list-style-type: none"> ○ Conduct of SWOT Analysis ○ Conduct of PESTLE Analysis ● Systems and Controls <ul style="list-style-type: none"> ○ Description of the activities being done by the Organizational Units. ○ Review industry best practices ○ value chain systems. <p>Deliverables: Current State Assessment Report</p>	
<p>Workforce Analysis and Planning (WAP)</p> <p>The WAP involves assessment of the existing workforce and future workforce needs of an organization covering the following components:</p> <ul style="list-style-type: none"> ● Supply Analysis – analysis of existing workforce ● Demand Analysis – assessment of future workforce needs to include identification of job characteristics and estimated future workforce needs based on the job characteristics. ● Gap Analysis - comparison of the supply analysis and demand analysis. The gap shall refer to the level of workforce needs for the next 5 years which is not yet addressed by the existing workforce. <p>Analyses include, but are not limited, to the following:</p> <ul style="list-style-type: none"> ● Profile of officers and employees (i.e. age, sex, length of service, etc.) ● Mobility within the organization ● Turnover rates ● Retention rates ● Vacancy patterns ● Retirement patterns ● Promotion patterns ● Workload patterns ● Leave patterns – sick leave, long service leave, family and parental leave ● Time taken to recruit ● Skills shortage and oversupply ● Employment market and competition ● Exit interviews ● Employee perception survey results ● Customer service survey results <p>Deliverables:</p> <ul style="list-style-type: none"> ● Workforce Analysis and Planning Report <p>Timeline: Twenty-five (25) Days</p>	

<p>PHASE 2: COST BENEFIT ANALYSIS OF THE REORGANIZATION</p> <p>The cost-benefit analysis will include monetary benefits (e.g. savings from abolished positions and improved operational efficiency, additional profit from expansion, etc.) and monetary costs (e.g. payment of separation pay to affected personnel, creation of additional branches, training costs to address competency gaps, etc.) associated with the restructuring initiative.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • Cost Benefit Analysis Report <p>Timeline: Fifteen (15) Days</p>							
<p>PHASE 3: DESIGN FRAMEWORK DEVELOPMENT</p> <p>The Design Framework identifies the performance results for the reorganization. It is in the form of a scorecard, but it contains performance indicators and targets specifically to measure the success of the reorganization. The success indicators and targets must address the issues identified in the Current State Analysis Report.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> • Design Framework <p>Timeline: Twenty-five (25) Days</p>							
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<p>I. CONTRACT PAYMENT SCHEME</p> <p>Payment to the service provider shall be made through milestone payment:</p> <table border="1" data-bbox="240 1525 1145 1731"> <tr> <td>Upon completion and acceptance of deliverables for Phase 1</td> <td>50% of Contract Amount</td> </tr> <tr> <td>Upon completion and acceptance of deliverables for Phase 2</td> <td>20% of Contract Amount</td> </tr> <tr> <td>Upon completion and acceptance of deliverables for Phase 3</td> <td>30% of Contract Amount</td> </tr> </table>	Upon completion and acceptance of deliverables for Phase 1	50% of Contract Amount	Upon completion and acceptance of deliverables for Phase 2	20% of Contract Amount	Upon completion and acceptance of deliverables for Phase 3	30% of Contract Amount	
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<p>Eligibility Requirements (Certified True Copies only) :</p>							
<p>1. Valid and Current Year Mayor’s Permit or proof of application</p>							
<p>2. Valid and Current PhilGEPS Registration Number</p>							
<p>3. DTI / SEC Registration (for Partnership / Corporations)</p>							
<p>4. Latest Tax Clearance per E.O. 398, series of 2005</p>							
<p>5. Notarized Omnibus Sworn Statement (Annex C)</p>							
<p>6. Notarized Secretary’s Certificate for proof of authorization</p>							
<p>7. Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.</p>							
<p>8. Company Profile</p>							
<p>9. Proposal including methodology and plan of approach.</p>							

Annex “B”

I hereby certify to comply and deliver all the above Schedule of Requirements.

**Name of Company
/Bidder**

**Signature over Printed Name of
Authorized Representative**

Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.