		Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (Address)		Document Code FM-QP-DILG-AS-RO-10-07				
				Rev. No. 01	Eff. Date 06.01.23			
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REQUEST FOR PROPOSAL								
MODE OF PROCUREMENT:		Small Value Procurement (53.9)		RFP No. :	RFP-CONS-2025-002			
Name of Procuring Entity:		DILG REGIONAL OFFICE V		Date:	June 5, 2025			
Office/End User:		RPMO						
Company Name (TO BE FILLED OUT BY SUPPLIER):								
Address (TO BE FILLED OUT BY SUPPLIER)								
*PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)								
*PhilGEPS Expiration Date								
Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed:								
TERMS AND CONDITIONS:								
1. Bidders shall provide correct and accurate information required in this form.		6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).						
2. Bidders may quote for any or all items.		7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.						
3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.		8. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.						
4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.								
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.								
APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 300,000.00		RICO E. GAURINO BAC Chairperson						
Provision of Consultancy Services for the conduct of DILG V 2025 Implementation of the Open Government Partnership (OGP) Localization Program: Documentation of Open Government Practices in Local Governments								
ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)		STATEMENT OF COMPLIANCE	PRICE OFFER FROM SUPPLIER/ SERVICE PROVIDER	
				ABC PER ITEM	TOTAL ABC		OFFER PER ITEM	TOTAL OFFER
1	Consultancy Services for the conduct of DILG V 2025 Implementation of the Open Government Partnership (OGP) Localization Program: Documentation of Open Government Practices in Local Governments	1	lot	300,000.00	300,000.00			
	(See Attached Terms of Reference)							
					300,000.00		GRAND TOTAL PER LOT:	
Warranty				Price Validity				
After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.								
Printed Name/Signature/Date								
Tel. No./Cellphone No.								



REQUEST FOR EXPRESSION OF INTEREST

Provision of Consultancy Services for the conduct of DILG V 2025 Implementation of the Open Government Partnership (OGP) Localization Program: Documentation of Open Government Practices in Local Governments

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG), through the Procurement Service intends to apply the sum of **Three Hundred Thousand Pesos (300,000.00)** being the Approved Budget for the Contract to payments for the contract: **Provision of Consultancy Services for the conduct of DILG V 2025 Implementation of the Open Government Partnership (OGP) Localization Program: Documentation of Open Government Practices in Local Governments**. Bids received in excess of ABC shall be automatically rejected at the opening of the financial proposal.

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG) now invites technically, legally and financially capable suppliers to submit proposal/expressions of interest for the **Provision of Consultancy Services for the conduct of DILG V 2025 Implementation of the Open Government Partnership (OGP) Localization Program: Documentation of Open Government Practices in Local Governments** as indicated in the terms of reference and as required under the 2016 IRR of RA 9184 for Consulting Services.

The Bids and Awards Committee (BAC) is inviting sufficient number of suppliers (suppliers of good standing) to ensure effective competition. The selection of the successful offer shall be based on the best and final offer that has been submitted on a specified date, which should meet this office's minimum technical requirements and does not exceed the ABC

Procurement will be conducted through Negotiated **SMALL VALUE PROCUREMENT (53.9)** an alternative method of procurement specified and prescribed under rule XVI - Alternative Modes of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as Government Procurement Reform Act using non-discretionary "pass/fail" criterion as specified in the IRR of 9184.

The deadline for the submission of proposal/expressions of interest is on _____, 9:00 AM, which shall be delivered to the BAC Secretariat, 2nd floor Regional Office No. 5, Rizal St., Legazpi City. Late quotations/proposals shall not be accepted.

The procuring entity shall evaluate bids using Quality-cost based evaluation/selection procedure. The weights to be allocated for the Technical & Financial Proposals are as follows:


Evaluation Criteria Weight

CSO Credentials	-40%
Previous engagement with DILG	-30%
Documentation Experience	-15%
NGO/CSO Network	-15%
Total	-100%

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG) reserves the right to accept or reject any or all the bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please contact the BAC Secretariat Office, 2nd floor Regional Office No. 5, Rizal St., Legazpi City, and Telephone: (052) 830-4774 or at CP No. 0960-8916350.

Approved:


RICO E. GAURINO
BAC Chairperson

TERMS OF REFERENCE FOR THIRD-PARTY SERVICE PROVIDER

Open Government Partnership (OGP) Localization Program: Documentation of Open Government Practices in Local Governments

1. INTRODUCTION

- 1.1 The Republic of the Philippines has demonstrated considerable progress in advancing transparency, accountability, and citizen participation, highlighting the positive influence of the Open Government Partnership (OGP) on governance, public trust, and service delivery. The Philippine Open Government Partnership (PH-OGP) was institutionalized by virtue of Executive Order No. 31, s. 2023, to align the efforts of the Executive, Legislative, and Judicial branches of government towards the promotion of transparency, the advancement of openness, the reinforcement of social accountability, and the empowerment of citizens within the national and local governance processes.
- 1.2 As a member agency of the PH-OGP Steering Committee and an active commitment holder in the PH-OGP National Action Plan (NAP) since 2012, the Department of the Interior and Local Government (DILG) has consistently championed the values of transparency, accountability, and citizen participation in local governance.
- 1.3 To further advance these principles, the DILG initiated the OGP Localization Program, a strategic initiative aimed at supporting and empowering local governments to strengthen their operational performance, exceed foundational governance standards, and position themselves as globally competitive advocates of open governance.

2. OBJECTIVE

For 2025, the DILG shall facilitate documentation of practices in local governments that adhere to high standards and embody the values associated with open government. This process shall be facilitated through co-creation with accredited non-governmental organizations that possess expertise in research, studies, and documentation pertaining to open governance.

3. COVERAGE

The documentation shall cover at least fifteen (15) Local Government Units (LGUs) across the region, that have established governance processes and structures, aligned with the OGP values of transparency, accountability, and citizen participation.

Using the prescribed tool, the documentation includes the open government practices implemented by the LGUs in the last three (3) years, in accordance with the OGP values of transparency, accountability and citizen participation. A minimum of ten (10) LGUs shall be shortlisted for endorsement by the Regional Technical Working Group (RTWG) upon review of the documentation.

4. SCOPE OF WORK AND DELIVERABLES

- 4.1 Deploy a qualified individual or team to conduct the documentation process;
- 4.2 Submit a Work and Financial Plan detailing deliverables, budget requirements, and deployment schedule;
- 4.3 Maintain close coordination with the DILG RO to ensure smooth implementation;

- 4.4 Organize and facilitate the documentation proper using the prescribed tool, through a group interview in each participating local government;
- 4.5 Encode interview responses per LGU in a spreadsheet template to be provided;
- 4.6 Present documentation findings to the DILG RO during the exit conference; and
- 4.7 Submit a Narrative/Terminal Report to the Regional Director upon completion of the engagement.

5. REQUIRED COMPETENCIES/QUALIFICATIONS

The third-party Service Provider who shall conduct the documentation shall be a Civil Society Organization (CSO) or a Non-Government entity or organization duly accredited by the Department thru National, Regional and/or Provincial Committees pursuant to DILG MC 2025-022.

Qualifications

- a. Must be a DILG accredited NGO/CSO or is currently applying for accreditation upon posting of TOR;
- b. Must be impartial and independent from all aspects of management or financial interests in the LGUs being documented;
- c. Can provide and mobilize sufficient personnel with experience of conducting field-based survey, research, analysis and reporting and with knowledge on local governance processes; and
- d. Demonstrate proven capacity to engage with LGUs subject for documentation.
- e. CSO/ CSO Network office location or satellite office must be located within Region V;

Eligibility Requirements

- a. Mayor's/Business Permit;
- b. Professional License or Curriculum Vitae of Employees;
- c. PhilGEPS Certificate of Registration;
- d. Income/Business Tax Return; and
- e. Omnibus Sworn Statement (Notarized)

6. TIMELINE

The services outlined in this TOR are expected to be completed, with the submission of the Narrative/Terminal Report no later than **September 15, 2025**.

Activities	Tentative Timeline
Pre-Implementation Phase Activities and Meeting/s	March - May 2025
Procurement and MOA Signing	May - June 2025
Orientation	July 2025
Deployment	July - August 2025
Exit Conference	September 2025

7. PAYMENT SCHEDULE

Deliverables of the Service Provider	% of Payment	Amount (Php)	Tentative Schedule of Payment
Signing of MOA	30%	90,000.00	June 2025
Submission of Work and Financial Plan	20%	60,000.00	July 2025
Upon Completion of at least 50%	20%	60,000.00	August 2025
Upon submission of furnished spreadsheet, Narrative/Terminal Report and Presentation Findings during Exit Conference	30%	90,000.00	September 2025
Total	100%	PHP 300,000.00	

8. OWNERSHIP OF INTELLECTUAL PROPERTY

- 8.1 Intellectual property rights, ownership, and enjoyment arising from this project shall be governed by the applicable provisions of RA 10055 (An Act Providing the Framework and Support System for the Ownership, Management, Use, and Commercialization of Intellectual Property Generated from Research and Development funded by Government and for other purposes), RA 8439 (An Act Providing a Magna Carta for Scientists, Engineers, Researchers and other Science and Technology Personnel in Government), and RA 8293 (An Act Prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing for Its Powers and Functions, and for Other Purposes) including their respective Implementing Rules and Regulations, as well as existing and future policies of the DILG on Intellectual Property Rights; and
- 8.2 The CSO shall ensure that the project and its outcome would not violate the intellectual property rights of any third party.

Recommended by:


LGOO VII DARLYN D. AYENDE
Chief, Local Government Monitoring and Evaluation Division

Approved by:


ATTY. ARNALDO E. ESCOBAR, JR., CESO III
Regional Director