

MEMORANDUM 2022-008

TO : ALL CONCERNED PERSONNEL

DATE : 16 JUNE 2022

**SUBJECT : STANDARD CONTENTS OF TECHNICAL SPECIFICATIONS
AND TERMS OF REFERENCE FOR PROCUREMENT**

Pursuant to Republic Act (R.A.) 9184 and its Revised Implementing Rules and Regulations, please refer to the attached standard contents of Technical Specification and Terms of Reference for procurement requirements. Please consult with the technical working group and the BAC Secretariat for guidance on the preparation of the said documents.

For alternative methods of procurement, we will include in the requests for quotations/proposals the following statement, viz: *"Please be informed that the Tourism Promotions Board is evaluating the performance of its suppliers, contractors, consultants and service providers based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)."*

Should you have any clarifications, comments and suggestions, please coordinate directly with our BAC Secretariat through bac_sec@mis.tpb.gov.ph.

Please be guided accordingly.



ATTY. VENANCIO MANUEL III

BAC Chairperson 

TPB STANDARD CONTENTS OF TECHNICAL SPECIFICATION/TERMS OF REFERENCE:

GOODS/SERVICES	CONSULTING
<p>CONTENTS OF TECHNICAL SPECIFICATIONS (TS):</p> <ol style="list-style-type: none"> I. BACKGROUND II. OBJECTIVES III. SPECIFICATIONS/SCOPE OF WORK/SERVICES/ DELIVERABLES IV. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS V. ADDITIONAL TECHNICAL REQUIREMENTS* <p>* This section for other technical requirements refers to additional requirements to aid in the evaluation of technical qualification of bidders, such as copy of accreditation or membership certificate. There is no need to include the standard eligibility requirements such as PhilGEPS membership, as these are already included in the Philippine Bidding Documents (PBD).</p> <p>** To ensure the qualification of bidders, we will require as a standard requirement in the TS, under OTHER TECHNICAL REQUIREMENTS, the following:</p>	<p>CONTENTS OF THE TERMS OF REFERENCE (TOR):</p> <ol style="list-style-type: none"> 1. BACKGROUND 2. OBJECTIVES 3. SCOPE OF WORK/SERVICES/ DELIVERABLES *Add list of drawings, specifications, designs, reports and other documents and software to be prepared by the consultant for the procuring entity (PE) that shall become and remain the property of the PE **Add consultant's actions requiring the PE's prior approval 4. PROJECT IMPLEMENTATION SCHEDULE/ SCHEDULE OF REQUIREMENTS/MILESTONES (Recommended breakdown: 15%-Inception/1st Milestone 35%-2nd Milestone 40%-3rd Milestone 10%-Retention) 5. OTHER TECHNICAL REQUIREMENTS* <p>* This section for other technical requirements refers to additional requirements to aid in the evaluation of technical qualification of bidders, such as copy of accreditation or membership certificate. There is no need to</p>

<p>i. Submit a copy of the Certificate of Satisfactory Completion of Services of the Single Largest Completed Contract (SLCC).</p> <p>ii. Submit the list of completed government and private projects similar to the contract to be bid within the last (<u>insert the relevant period</u>) years, with corresponding Certificate of Satisfactory Completion of Services.</p> <p>VI. APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>VII. TERMS OF PAYMENT</p> <p>VIII. CONTRACT DURATION</p> <p>IX. PROJECT OFFICER'S CONTACT INFORMATION</p>	<p>include the standard eligibility requirements such as PhilGEPS membership, as these are already included in the Philippine Bidding Documents (PBD).</p> <p>** To ensure the qualification of bidders, we will require as a standard requirement in the TOR, under OTHER TECHNICAL REQUIREMENTS, the following:</p> <p>i. Submit copy/ies of the Certificate of Satisfactory Completion of Services for each of the completed projects provided under the Statement of Completed Government and Private Contracts within the last (<u>insert the relevant period</u>) years, whether similar or not similar in nature and complexity to the contract to be bid.</p> <p>6. RATING CRITERIA FOR SHORTLISTING (Recommended breakdown: 50%-applicable experience of the consultant/consulting firm 30%-qualification of the principal/key staff 20%-current work load relative to capacity)</p> <p>7. TECHNICAL RATING (Recommended breakdown: 30-70%-Quality of personnel to be assigned to the project, 10-30%-Experience and capability of the consultant,</p>
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	<p>20-40%-Plan of approach and methodology)</p> <p>8. APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>9. TERMS OF PAYMENT</p> <p>Recommended breakdown of Payment Milestones:</p> <p>15%-Inception/1st Milestone</p> <p>35%-2nd Milestone</p> <p>40%-3rd Milestone</p> <p>10%-Retention)</p> <p>10. CONTRACT DURATION</p> <p>11. PROJECT OFFICER'S CONTACT INFORMATION</p>
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