



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 Fax No. (63-2) 8920-9792
Email: ati_director@ati.da.gov.ph & ati_director@yahoo.com
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REQUEST FOR PROPOSAL (RFP) FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE CONDUCT OF THE STUDY ENTITLED “ASSESSMENT ON THE CERTIFICATION AND ENHANCEMENT OF ATI LEARNING SITES FOR AGRICULTURE (LSA)” THROUGH NEGOTIATED PROCUREMENT – TWO (2) FAILED BIDDING

1. The Agricultural Training Institute (ATI) through its Bids and Awards Committee (BAC) for Consulting Services, intends to engage the services of a Consultant for the Procurement of **Consulting Services for the Conduct of the Study Entitled “Assessment on the Certification and Enhancement of ATI Learning Sites for Agriculture (LSA)”** through employment of Section 53.1 (Negotiated Procurement – Two (2) Failed Bidding) of the 2016 Revised Implementing Rules and Regulations of Republic Act 1984. Details of the project are in the Terms of Reference (TOR), attached hereto as Annex A.
2. The **Approved Budget for the Contract (ABC) is Ten Million Pesos Only (PhP 10,000,000.00)**, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs. The engagement shall be for **Nine (9) months**, commencing from the date of receipt of the Notice to Proceed (NTP) by the Consultant. Proposals received in excess of the ABC shall be automatically rejected at the proposal opening.
3. Interested Bidders are required to submit in sealed envelopes, one (1) original copy and two (2) copies of the following to the ATI Bids and Awards Committee (BAC) Secretariat Office on or before **28 November 2023, 9:00 am**, ATI Bldg., Elliptical Road, Diliman, Quezon City. Late submissions shall not be accepted.

A. ELIGIBILITY DOCUMENTS

1. Mayor’s/Business Permit (certified true copy)
2. PhilGEPS Registration Number/Certificate (certified true copy)
3. Latest Income/Business Tax Return (certified true copy); and
4. Omnibus Sworn Statement using GPPB prescribed Form (notarized)

The Omnibus Sworn Statement shall be accompanied by a duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable, granting the representative of the bidder authority to execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the subject procurement.



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B. TECHNICAL PROPOSAL

5. List of all completed contracts, and ongoing and awarded but not yet started contracts in the last five (5) years;
7. Technical proposal submission form
8. Consultant's references
9. Comments and suggestions of consultant on the terms of reference and on data, services, and facilities to be provided by the procuring entity
10. Description of the methodology and work plan for performing the project
11. Team composition and task
12. Curriculum vitae (CV) for proposed professional staff
13. Time schedule for professional personnel
14. Activity (Work) schedule

C. FINANCIAL PROPOSAL

15. Financial proposal submission form
16. Summary of costs
17. Breakdown of price per activity
18. Breakdown of remuneration per activity
19. Reimbursables per activity
20. Miscellaneous expenses

Bidders shall endorse their original Eligibility Documents and Technical Documents in one sealed envelope marked "ORIGINAL - ELIGIBILITY DOCUMENTS AND TECHNICAL DOCUMENTS", and the original of their Financial Proposal in another sealed envelope marked "ORIGINAL - FINANCIAL PROPOSAL", sealing them all in an outer envelope marked "ORIGINAL PROPOSAL/BID". Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS AND TECHNICAL PROPOSAL" and "COPY NO. ___ - FINANCIAL PROPOSAL" and the outer envelope as "COPY NO. ___", respectively.

These envelopes containing the original and the copies shall then be enclosed in one single envelope.

4. Bidding will be conducted through simultaneous opening and evaluation of the legal requirements and technical proposals which will be opened using a non-discretionary "pass/fail" criterion as specified in the Revised IRR of RA 9184.




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5. Proposals shall be evaluated using the Quality Based Evaluation Selection (QBS) procedure. The detailed criteria and rating system for evaluation are provided in the TOR. The technical proposal together with the financial proposal shall be considered in the evaluation of consultants.
6. In case of two or more bidders determined to have submitted the Highest Rated and Responsive Proposal, the ATI shall adopt and employ "draw lots" as the tie-breaking method to resolve such occurrence in accordance with GPPB Circular 06-2005.
7. The complete set of Request for Proposal and TOR may be acquired by interested Consultants at the BAC Secretariat, located at the Basement, ATI Central Office, Elliptical Road, Diliman, Quezon City. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the ATI.
8. The **Agricultural Training Institute** 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 RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

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EDITHA S. VINUYA
BAC Chairperson



Terms of Reference

Assessment on the Certification and Enhancement of ATI Learning Sites for Agriculture (LSA)

A. Background of Program/Project

The Agricultural Training Institute (ATI) began to implement the establishment of the learning sites in 2011 as support to the National Organic Agriculture Program of the Department of Agriculture (DA) and other ATI projects and programs. It is an initiative that supports various multi-stakeholders and multi-trainings and activities conducted anchored on the premise that “the most salient requirement for farming is experience.” It seeks to develop areas that showcase not only the theoretical concepts and principles of farming but also the hands-on and practical application of this knowledge.

The program encourages qualified individuals (farm owners and farmer cooperators) to be accredited by ATI which gives them the possibility of support through grants as aid for projects to be conducted in their respective sites. It aims to develop learning sites as model farms that would demonstrate how agriculture can be a viable enterprise by adopting good and appropriate farming practices and strategies and making it a venue for training and other capacity-building activities. Further, it encourages learning site cooperators to be elevated to become the teachers/trainer on their own farms and serve as extension workers for other farmers within their communities.

Since its implementation, there hasn't been a comprehensive study made to evaluate the program. Hence, ATI being the implementer of the program wants to determine the effectiveness and extent to which the objectives of the program were achieved.

B. Evaluation Objectives and Questions

The main objective of the evaluation is to assess the design, implementation, and results of the program.

Specifically, it seeks to:

Evaluation Objectives	Evaluation Guide Questions
Characterize and differentiate the socio-economic characteristics of the learning site cooperators per commodity	<ul style="list-style-type: none"> ● What are the socio-economic characteristics of the ATI Learning Sites per commodity? ● How do the socio-economic characteristics of LS affect the achievement of intended outcomes?



Evaluation Objectives	Evaluation Guide Questions
Determine the effectiveness and extent to which objectives of the program were achieved	<ul style="list-style-type: none"> ● What intended outputs and outcomes were found? and to what extent can they be attributed to program activities? ● To what extent was the project implementation strategy appropriate to achieve the objectives?
Determine if the program is worth the investment.	<ul style="list-style-type: none"> ● Were the resources utilized efficiently?
Determine the sustainability of the learning sites established	<ul style="list-style-type: none"> ● How likely will the benefits of the program continue in the future? ● To what extent did the benefits of the program continue after funding ceased? ● What were the major factors that influenced the achievement or non-achievement or sustainability of the program?
Determine the significance of the program in relation to the DA programs and local agriculture and fisheries sector	<ul style="list-style-type: none"> ● To what extent does the program address or align with the goals of DA commodity programs? ● Were the results of the program consistent with the intended outcomes of the DA commodity programs? ● What are the significant changes that LSAs bring to the beneficiaries, the socio-economic opportunities created, and the contribution to the local agriculture and fisheries production and economy?
Examine the strengths and weaknesses of the program	<ul style="list-style-type: none"> ● What are the strengths and weaknesses of the LSA program? ● How do the strengths and weaknesses affect the results of the program?
Draw lessons and recommendations for the continual improvement of the program	<ul style="list-style-type: none"> ● What are the lessons learned from the program? ● What are the recommendations based on the findings of the study?

C. Scope of Services and Methodology

The respondents of the study will cover the 1,279 ATI-certified LSA I and 114 LSA II from 2018 to 2022 nationwide. The sample size of the respondents will be determined both for active and inactive LSAs using the appropriate computation with a 5% margin of error. The respondents will be selected through a proportionate stratified sampling considering the type of farming (50% small-scale and 50% progressive) from the computed sample.



E. Governance and Accountability

The proponents will closely coordinate and report directly to the concerned ATI Offices. All deliverables will be subject for review and approval before any payment is made following the usual government accounting and auditing rules and regulations. The progress reports and expected

outputs shall be reviewed by a Technical Review Committee led by the Assistant Director and endorse it for approval of the ATI Director.

Moreover, results of the study may be published in the public interest as mutually agreed upon by both parties and that ATI should be properly cited or acknowledged. Any report, forms, materials, graphic, pictures, data banks, tri-media presentations among others shall belong to and remain as property of ATI. The external proponent shall turn over all materials used and outputs produced during the study in digital format stored in flash/external storage device before the approval of the Final Report.

Intellectual Property Rights

Any report, forms, materials, graphic, pictures, software, or data system prepared by the external proponent shall belong to and remain as property of ATI. The external proponent shall turn over all materials used and outputs produced during the study in digital format stored in USB and/or Google Drive before the approval of the Final Report. Also, the results of this project may be published in the public interest with written agreement by both parties and ATI shall be rightfully acknowledged in any of the publications and presentation of study findings.

Qualifications and Process of Submission for the expression of interest shall follow RA 9184 (Government Procurement Reform Act), subject to the mode of procurement identified by the Bids and Awards Committee.

F. Professional Qualifications of the Successful Contractor and its Key Personnel

The consultant for the project must possess the following qualifications:

- a. Strong agriculture/fisheries background and interpersonal skills
- b. Proven experience in handling monitoring and evaluation projects
- c. Must be an expert in organizational management and community development
- d. Excellent communication skills both written and oral
- e. Should not have any unresolved contracts with other government agencies

The evaluation team must have the following key personnel:

- a. Project leader- The team leader is responsible for ensuring that the study is appropriately designed, implemented, and reported. He/she must have a Doctoral or Master's Degree in related fields with 5 years proven track record/relevant experience in agriculture,



- fisheries, and forestry. He/she must be flexible and resourceful to deliver the expected study outputs.
- b. Statistician- 3 years' experience in the design of socio-economic surveys and with at least Masters Degree in Statistics
 - c. Agriculture and Fisheries Extension System Expert- 5 years' experience in the field of Agriculture and Fisheries Extension or Agricultural Extension. Preferable with Doctoral or Masteral Degree in the abovementioned courses.
 - d. Technical Writer- 3 years' experience in writing technical papers, especially research studies or result/impact evaluation studies.

G. Scope of Price Proposal and Schedule of Payments

The evaluation study shall be conducted with a budget of Php 10,000,000.00. Payment to the evaluator/s shall be made in four (4) tranches as follows:

Activities	Expected Outputs	Schedule	% Tranche
Signing of Contract within seven (7) days after the effective date	<ul style="list-style-type: none"> ● Perfected Contract 	Month 1	15%
Presentation of study design, tools/instruments to be used for the study and guidelines pre-testing, finalization and submission	<ul style="list-style-type: none"> ● Inception meeting ● Inception report including study framework/ methodology ● Tools/instruments ● Plan of work ● Pre-testing 	Month 2-3	25%
Review of related Literature, Data Collection, cleaning, processing and analysis	<ul style="list-style-type: none"> ● Progress Reports ● Presentation of the Initial Output to the ATI Technical Review Committee 	Month 4-8	30%
Submission of final report and presentation of results	<ul style="list-style-type: none"> ● Final report: electronic copy and 5 printed copies ● Presentation material of the results and recommendations ● All materials used and outputs of the study (electronic copies) 	Month 9	30%
		TOTAL	100%



H. Criteria for Evaluation of Proposal

CRITERIA	RATING
Quality of personnel assigned to the project a. Suitability of key staff b. General qualifications and competencies c. Education and training	30
Experience and capability of consultant a. Records of previous engagement and quality of performance in similar projects b. Relationship with previous and current clients c. Overall work commitments d. Experience with DA projects	30
Evaluation Plan a. Clarity, feasibility, innovativeness and comprehensiveness of the plan approach b. Quality of interpretation of project problems, risks, and suggested solutions	40
Total	100

I. Annexes

- ATI Learning Sites for Agriculture

Region	No. of LSA I	No. of LSA II
NCR	2	0
Cordillera Administrative Region (CAR)	68	4
Ilocos Region	101	10
Cagayan Valley	128	2
Central Luzon	68	2
CaLaBaRZon	88	6
MiMaRoPa	63	5



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Annex A

Region	No. of LSA I	No. of LSA II
Bicol Region	83	6
Western Visayas	55	3
Central Visayas	63	2
Eastern Visayas	104	31
Zamboanga Peninsula	63	2
Northern Mindanao	123	20
Davao Region	71	7
SOCCSKSARGEN & BARMM	51	9
CARAGA	148	5
TOTAL	1,279	114