



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](mailto:ati_director@ati.da.gov.ph) & [ati\\_director@yahoo.com](mailto:ati_director@yahoo.com)  
URL: <http://www.ati.da.gov.ph>; [www.e-extension.gov.ph](http://www.e-extension.gov.ph)

**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 BIDDINGS**

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 Biddings) 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 BAC Secretariat Office on or before **March 1, 2024, 9:00 AM** at the 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;
6. Technical proposal submission form;
7. Consultant's references;
8. Comments and suggestions of consultant on the terms of reference and on data, services, and facilities to be provided by the procuring entity;
9. Description of the methodology and work plan for performing the project;
10. Team composition and task;
11. Curriculum vitae (CV) for proposed professional staff;
12. Time schedule for professional personnel; and
13. Activity (Work) schedule.

**C. FINANCIAL PROPOSAL**

14. Financial proposal submission form;
15. Summary of costs;
16. Breakdown of price per activity;
17. Breakdown of remuneration per activity;
18. Reimbursables per activity; and
19. 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 the Government Procurement Policy Board (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:

***Roy Son R. de la Cruz***  
*Head, BAC Secretariat*  
***Agricultural Training Institute***  
*ATI Bldg. Elliptical Road, Diliman, Quezon City*  
*[bacsec@ati.da.gov.ph](mailto:bacsec@ati.da.gov.ph)*  
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**MILAGROS C. URBANO**

*BAC Chairperson*