



**ACTED**



Federal Foreign Office



KINGDOM OF BELGIUM  
Federal Public Service  
Foreign Affairs,  
Foreign Trade and  
Development Cooperation

T/75DLP/G11/MEC/ILI/16-04-2019/001

Form PRO-05 Version 1.3

## National CALL FOR TENDER

Instructions to Bidders

**ACTED PHILIPPINES**

Date: 16/04/2019

Tender N°: T/75DLP/G11/MEC/ILI/16-04-2019/001

ACTED is requesting through this tender a company to individual consultant or consultancy firm detailed written quotations for the supply of the following consultancy services:

### PRODUCT SPECIFICATIONS:

1. Description: **Consultancy for Mediation and Social Cohesion Experts  
Training Consultant for the project in Marawi City, Lanao Del Sur.**

*The consultancy is aimed to:*

**FIRST, to enhance social cohesion between communities through reestablishment of peace-dialogue, inclusive governance and increased interaction at various levels,**

**SECOND, to strengthen the role and contribution of civil society to Marawi's rehabilitation process by supporting the population top priorities in terms of infrastructures/services.**

*It is in this premise that a consultant will be hired to lead the realization of the training intended for the Katarungang Pambarangay (Pacification Committee), Barangay Peacekeeping Force, Barangay Elected Officials and its members of the mandated committees such as Barangay Development Council.*

*Therefore, ACTED invites individual consultants or consultancy firms to submit applications for the consultancy that will covers the following major components training.*

1. Conflict Management and Prevention
2. Review and enhancement of Barangay Development Plan
3. Creation of Conflict Early Warning System

*The project seeks the services of a consultant who is in charged in the realization of the training within the covered barangays of the project in Marawi City, Lanao del Sur, thus the consultant needs to focus on the following specific deliverables and expected output on each services required;*

**Service 1: Training Design:** *Technical proposal (Mandatory, free format), including a) methodology on how you will approach and complete the assignment.*

**Service 2: Actual conduct of the training:** *to (7) barangays covered by the project.*

**Service 3: Preparation and Post Visit:** *to (7) barangays covered by the project.*

**(please see the detailed terms of reference attached)**

2. Product class / category: Consultancy services
3. Made in (product origin): National
4. **Quantity/unit:** **3 services refer to TOR.**



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**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Contract duration : 1st May 2019 to 31st July 2019
2. Terms of delivery: **Specified in the terms of reference attached, deadlines depending on contract sign**
3. Validity of the offer: 3 (three) months or more

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed on **21/05/2019 at 5:00 PM local time** in ACTED office at the following address :
  - **ILIGAN OFFICE:** 0051 OXFORD STREET, CELDRAN VILLAGE, ILIGAN CITY, PHILIPPINES
  - **MANILA OFFICE:** 307 – 308 NATIONAL LIFE INSURANCE BUILDING, 6762 AYALA AVANUE, SAN LORENZO, MAKATI, PHILIPPINES
  - **COTABATO OFFICE:** BRGY. DON ANTONIO SOUSA, DON TV JULIANO AVE., STREET, COTABATO CITY, PHILIPPINES
  - Or emailed to both: [philippines.tender@acted.org](mailto:philippines.tender@acted.org) and [tender@acted.org](mailto:tender@acted.org)
2. Bidders will fill, sign, stamp and return the Offer form, Ethical Declaration, Questionnaire, Check List and Terms of reference according to ACTED's format below.
3. The offer to the call for tender will not result in the award of a contract.
4. The offer must be submitted to ACTED Logistics department in a sealed envelop stamped and signed by the company and indicating the tender title, date and time of submission. The envelope must bear the mention "T/75DLP/G11/MEC/ILI/28-03-2019/001 - **do not to be opened before 30/04/2019**".
5. A tender opening session will take place **on May 22, 2019 at 1 PM** in the ACTED office in **Iligan City**. The presence of bidders' representative is allowed. For all inquiries regarding this tender, please contact the ACTED office no later than **May 22, 2019 at 5:00 PM** by telephone **(+06 349 228 14 & 16)** or by E-mail at [philippines.tender@acted.org](mailto:philippines.tender@acted.org) , [Cc tender@acted.org](mailto:Cc tender@acted.org)
6. Unsealed envelopes and late offers will not be considered.

**SPECIFIC CONDITIONS:**

**1. BIDDERS RESPONSIBILITIES:**

The answers to this tender should include the following elements:

- A written offer form as per ACTED template attached including all the service specifications, the price per man-day and any additional price, and total price; any change to the proposed methodology should be extensively developed in a separate document if applicable.
- A bidder questionnaire as per ACTED template attached, filled in and signed
- The bidder resume(s); in case several consultants are proposed, all resumes shall be submitted with the application.
- The attached ethical declaration filled in and signed.
- The bidder's checklist filled in and signed.
- The attached instructions to bidders, and terms of reference signed on all pages.
- Any additional document such resume and all supporting documents.
- A copy of the licence and the ID of the legal representative of the firm or of the freelance consultant.

**2. ACTED RESPONSIBILITIES:**



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Generally, ACTED will support the consultant financially the conduct of the training survey and finalize written report with the following specific supports;

- Supports the availability of venue and transportation
  - Support in the Coordination with Barangay Local Government Units
  - Ensuring security of Consultant
  - Provision of vehicle for the duration of the engagement.
  - Validate the production of the training design, and all the outputs in general
  - Provides the use of projector in any case the identified venue cannot provide.
  - Venue: ACTED is responsible in the Identification of the training venue.
  - Transportation: Arrange transportation and reimbursements of training participants.
3. **ACTED security guidelines will have to be strictly followed up during the whole consultancy in Marawi City.**
4. **The chosen consultant after the tender proces will be require to subscribe a personal civil liability insurance coverage and provide ACTED a copy on or before signing of contract.**