

BID BULLETIN NO. 1

(Re: Render Consulting Services for the Development of Training Courses and E-Coursewares)

Pursuant to the pre-bidding conferences held on various dates, the following clarifications/ additional instructions are hereby issued:

1. Letter of Intent should be signed by the authorized signatory.
2. All pages of the documents to be submitted must be signed. Stamped or scanned signature is not acceptable. If the documents are photocopies, these should be certified and signed as true copies by the authorized signatory.

The authorized signatory is the person named in the Board Resolution.
3. The firm or company must be majority owned by Filipinos.
4. Income Tax Return should be filed through the Electronic Filing and Payment System (EFPS). In case of technical problem, manually filed return is acceptable, however it must be accompanied with a certification from the BIR attesting the existence of such problem.
5. The Business Tax Return should also be filed through the EFPS for the last six (6) months or the last two (2) quarters (last quarter of 2008 and first quarter of 2009), as the case may be.
6. The BIR Tax Clearance must be valid until December 2009.
7. The bidding procedure shall follow the minimum requirements under Republic Act 9184, otherwise known as the "Government Procurement Reform Act". Hence, the following documents shall be submitted, in addition to what has been required in the Instruction to Bidders, in compliance with RA 9184:
 - A. Prospective bidder's computation of its Net Financial Contracting Capacity (NFCC), or a certification issued by a licensed bank, to extend to the prospective bidder a credit line if awarded the contract, in an amount not lower than 10% of the Approved Budget of the Contract (ABC), or a certificate issued by a licensed bank certifying a hold-out on the prospective bidder's cash deposit in an amount not lower than 10% of the ABC.
 - B. Certification from at least three (3) former or present clients re: satisfactory performance of contract, duly dated and signed by an officer of the client concerned.
 - C. Certificate of PHILGEPS Registration per GPRB Resolution No. 022-2006 dated December 16, 2006.
8. The amount of Bid Security shall be 1% of the ABC. A manager's check is acceptable.
9. The forms/format attached in the Instruction to Bidders should be followed. If no specific form has been provided, the bidder may use any form.
10. The firms can do tie ups and hire their own pool of experts to cover the training courses to be developed. In this case, there will only be one (1) contractor through which PCFC shall deal with. Both the training course and e-courseware developer will have to agree on who will be the main contractor for the Project.
11. The names and bio-data of the pool of experts must be submitted, and if any changes or replacement are to be made, PCFC must be informed for re-validation of the expertise of the person/replacement.
12. The system to be developed must be compatible to the E-Learning System developed by One Logic.

13. In order to assess the learning of the student /user of the System, an end of topic exam shall be provided. This is required in order to validate the impact of the E-Learning courseware. It will then be the responsibility of the courseware developer to include questions answerable by Yes or No, multiple choice, true or false, essay, etc., as part of the courseware.

The results of the exam will be recorded by the system.

14. As to the duration of the courses/topics, it is left to the courseware developer to determine how long a student may have to spend to learn from the course. No time limit is established.

15. The target beneficiaries of the E-Learning System are the staff and officers of the microfinance institutions, these include supervisors, bookkeepers, managers, loan officers, etc., depending on the course topic.

16. Only one (1) copy of each document is required to be submitted.

17. The deadline for the submission of the proposal shall be on **Friday, 3 July 2009 at 1:00 pm**. No proposal will be accepted beyond the designated time. The time indicated in PCFC's clock located in the Guard Station will serve as the official time.

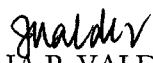
18. The Project shall run for a maximum of two hundred forty (240) calendar days reckoned from signing of contract.

19. Attached is a copy of the revised Terms of Reference (TOR).

20. All other guidelines, terms and conditions earlier issued and not amended / modified by this Bid Bulletin shall remain valid and binding.

PCFC reserves the right to reject any or all bids, waive minor defects in the bids received, and make an award to the bidder whose proposal is most advantageous to PCFC.

June 24, 2009, Makati City, Metro Manila


JULIA P. VALDEZ
Chairman, Bids and Awards Committee

**TERMS OF REFERENCE for
TRAINING COURSE AND E-COURSEWARE DEVELOPER**

I. Background

The People's Credit and Finance Corporation (PCFC) and Fundación Codespa (CODESPA) a private Spanish NGO, funded by the Spanish government's Agencia Espanola Cooperacion Internacional (AECI), have agreed to jointly implement a project entitled "Promotion of Access to Financial and Non-Financial Services for Poverty Households (the "Project"). The first component of the Project aims to achieve a broadening of financial and non-financial services of PCFC's partner microfinance institutions (MFIs) available to both the micro-entrepreneurial and non-microentrepreneurial poor.

Part of the second component aims to enhance the delivery of microfinance services thru the application of information technology system where MFI practitioners and microentrepreneurs, e.g. managers, supervisors, bookkeepers, auditors, field staff, center chiefs, etc will be trained in the e-learning courses.

II. Objectives:

E-learning aims to:

1. facilitate learning within a stimulating and enjoyable environment;
2. make microfinance training course available/accessible anywhere thus making it more convenient for the target participants; and
3. provide relevant trainings to greater number of participants at a minimized cost

III. Scope of Services and Expected Outputs

A. Scope of Services

1. To develop training courses to include but may not be limited to the following subjects in the context of microfinance in the Philippines and convert these into e-learning coursewares:
 1. Basic Microfinance
 2. Basic Management and Supervision
 3. Strategic Planning and Implementation
 4. Budget and Financial Planning/Management
 5. Internal Control
 6. Risk and Delinquency Management
 7. Product Design and Development
 8. Performance Management

The objectives for each course are enumerated in the attached Annex A-1.

2. To orient PCFC personnel on the content and use of e-courseware as medium of instructions.

B. Expected Outputs:

- Eight (8) e-learning coursewares that are compatible with the PCFC e-learning management system to be delivered in two (2) batches:

Batch 1

1. Basic Microfinance
2. Basic Management and Supervision
3. Strategic Planning and Implementation
4. Budget and Financial Planning/Management

Batch 2

1. Internal Control
2. Risk and Delinquency Management
3. Product Design and Development
4. Performance Management

IV. Minimum Qualifications and Professional Experiences

- If the Engager is a legal entity, it should be existing for at least 3 years
- The expert should possess the following minimum qualifications in both the training course and e-courseware development:
 - Training Design & Development:
 - should have at least 5 years experience in designing and running training programs with 3 years experience in the specific training course assigned to him (e.g. basic microfinance, basic management and supervision, etc.)
 - should have at least 3 years relevant experience in the field of microfinance
 - Courseware Development:
 - should have at least **2 years** experience in developing e-learning courseware

V. Documentary Requirements

- 1.) Letter of intent to deliver the services contracted by the engager
- 2.) DTI / SEC / BIR Registrations, Business Licenses and Permits of the engager
- 3.) Pro-forma contract by the engager
- 4.) Deployment Plan of Experts indicating therein the name of experts to be assigned to each of the training course
- 5.) Profile of the Experts in training and in e-courseware development
- 6.) List of relevant trainings conducted and coursewares developed by the expert
- 7.) Certificate of work completed / on-going project/s for the past three (3) years by the expert
- 8.) Other documents stated in the Invitation to Bid and Bid Bulletin/s.

VI. Timetable of Deliverables and Schedule of Payments

Deliverables	Timeframe	Schedule of Payments
A. Signing/awarding of contract	7 days from Notice of Award	No payment
B. Submission and presentation of workplan and training course outline (8 courses)	21 days from "A"	5%
C. Review and Approval of PCFC	7 days from "B"	5%
BATCH 1		
D. Submission and presentation of training course contents and e-courseware design:	45 days from "C"	
E. Review and Approval of PCFC	7 days from "D"	15%
F. Submission and test run of e-coursewares	30 days from "E"	
G. Review and Approval of PCFC	10 days from "F"	20%
H. Submission and Presentation of final e-coursewares	7 days from "G"	
BATCH 2		
I. Submission and presentation of training course contents and e-courseware design:	45 days from "G"	
J. Review and Approval of PCFC	7 days from "I"	15%
K. Submission and test run of e-coursewares	30 days from "J"	
L. Review and Approval of PCFC	10 days from "K"	20%
M. Submission and Presentation of final e-coursewares	7 days from "L"	
N. Project Acceptance/Sign-off	7 days from "M"	10%
O. Retention period	6 months from "N"	10%
TOTAL		100%