



## REQUEST FOR PROPOSAL (RFP)

### Skills Training on Automotive Servicing

	DATE: May 8, 2019
	REFERENCE: RFP-073-PHL-2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services for a Firm for Skills Training on Automotive Servicing in Matnog, Sorsogon.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Tuesday, May 21, 2019 and via email, courier mail or fax to the address below:

**United Nations Development Programme**  
**15<sup>th</sup> Floor North Tower, Rockwell Buisness Center Sheridan,**  
**Sheridan Street corner United Street highway Hills, 1550 Mandaluyong City**  
**The Procurement Unit | Mr. Joseph S. Pangilinan**  
**Mobile : 63.917.7961975;**  
**Email address: [procurement.ph@undp.org](mailto:procurement.ph@undp.org)**

Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
**Alka Aneja**  
Procurement Team Leader  
5/8/2019

## Annex 1

### Description of Requirements

Context of the Requirement	<b>Skills Training on Automotive Servicing</b>
Implementing Partner of UNDP	<b>Not Applicable.</b>
Brief Description of the Required Services <sup>1</sup>	<p>The Protective Service Program of DSWD aims to provide various interventions to individuals, families and communities in difficult situations. Youth as one of the vulnerable sectors of the society is prioritize in government programming and budgeting through implementation Pag-Asa Youth Association Programs (PYAP). Under PYAP, young people are given wholistic intervention comprise of various trainings and workshops aimed at improving their personality, attitudes, leadership and life-skills.</p> <p>The Local Government of Matnog recognize its role in addressing issues affecting its young population particularly problems of school- drop outs; lack of income and poverty which hinder majority of families to send the youth to college or vocational courses.</p> <p>Thus, consistent to its mandate and guided by series of participatory engagements and consultation, the Office of Local Social Welfare and Development of Matnog, Sorsogon with its Local Poverty Action Team (LPRAT) identified Skills Training on Automotive Servicing NCI as one intervention to enhance the capability of young people to gain employable skills and earn income. This training will focus on use and operation of automotive tools for repair and maintenance of automotive parts and engine. With the practical approaches, beneficiaries of this training will learn to perform mensuration and calculation, utilize workshop equipment and facilities, and perform inspection, maintenance of automotive.</p> <p>In this matter, the UNDP is engaging services of a Service Provider with substantive knowledge and commendable expertise to deliver the needed services.</p>
List and Description of Expected Outputs to be Delivered	<p><b>At the end of Automotive Servicing NCI training, participants possessed skills qualified for:</b></p> <ul style="list-style-type: none"> <li>• Pre-delivery inspector / Check lister</li> <li>• Maintenance personnel/staff; Maintenance associate</li> <li>• Junior technician / Maintenance technician / Auto – service personnel</li> <li>• Eligible for National Certification for Automotive Servicing NC I; or</li> <li>• Qualified to enroll in next level – Automotive Servicing NC II</li> </ul> <p><b>TRAINING DELIVERY</b></p>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>1. The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the basic principles of competency-based TVET.</p> <ul style="list-style-type: none"> <li>• The training is based on curriculum developed from the competency standards;</li> <li>• Learning is modular in its structure;</li> <li>• Training delivery is individualized and self-paced;</li> <li>• Training is based on work that must be performed;</li> <li>• Training materials are directly related to the competency standards and the curriculum modules;</li> <li>• Assessment is based in the collection of evidence of the performance of work to the industry required standard;</li> <li>• Training is based both on and off-site components;</li> <li>• Allows for recognition of prior learning (RPL) or current competencies; and</li> <li>• Approved training programs are Nationally Accredited.</li> </ul> <p>2. The competency-based TVET system recognizes various modes (on and off-the-job) as-long-as learning is driven by the competency standards specified by the industry. The following training modalities may be adopted singly or in combination when designing training programs:</p> <ul style="list-style-type: none"> <li>• The dualized mode of training delivery is preferred and recommended. Programs would contain both in-school and workstation components</li> <li>• Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer just facilitates the training delivery.</li> <li>• Peer teaching/mentoring is a training modality wherein fast learner are given the opportunity to assist the slow learners.</li> <li>• Supervised industry training or on-the-job / on-workstation training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies prescribed in the training regulations.</li> </ul> <p>Service Provider will cover the 25 participants. The contract price will cover all-in costs such as but not limited to:</p> <ul style="list-style-type: none"> <li>- Tuition fees</li> <li>- Use of training materials, tools, facilities and equipment and other materials deem necessary in carrying out the training</li> <li>- IDs, training handouts, attendance sheets</li> <li>- Assessment Fees</li> </ul> <p>Provision of minimum standard starter kits</p> <ol style="list-style-type: none"> <li>1. Screw driver</li> <li>2. Philip screw driver</li> <li>3. Long nose pliers</li> <li>4. Slip joint plier 8"</li> <li>5. Vise grip</li> </ol>
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	6. Multi-tester 7. Spark plug wrench 12" 8. Adjustable wrench 9. Combination wrench 10. Crocodile jack 11. Mechanic hammer
Person to Supervise the Work/Performance of the Service Provider	The Consultant will report to the Regional Team and Project Management Team, MSWDO and DSWD-SLP
Frequency of Reporting	<i>as required, per TOR</i>
Progress Reporting Requirements	<i>as required, per TOR</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	<b>21 days</b>
Target start date	<b>May 15, 2019</b>
Latest completion date	<b>June 20, 2019</b>
Travels Expected	<b>Not Applicable</b>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> None.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved	<input checked="" type="checkbox"/> Required. Please refer to Annex 5 for the sample form

in completing the services									
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency: Philippine Peso</b>								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b>								
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> <b>90 days</b>  <b>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</b>								
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b>								
Payment Terms	<p><b>The selected service provider shall be remunerated based on the following schedule of payment:</b></p> <table border="1"> <thead> <tr> <th>Schedule of Payment</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>20%</td> <td>Mobilization fund and upon submission of training modules for Basic, Common and Core Competencies for 25 students with documentation/ accomplishment report</td> </tr> <tr> <td>30%</td> <td>Upon completion of the delivery of Modules for Basic, Common and Core Competencies for 25 students with documentation/ accomplishment report</td> </tr> <tr> <td>50%</td> <td>           Upon facilitation of NCI assessment, conduct of graduation and facilitation of employment matching or referral of graduates             Upon submission of Final Activity and Financial Report for the allowances disbursed (is there is any)         </td> </tr> </tbody> </table>	Schedule of Payment	Activity	20%	Mobilization fund and upon submission of training modules for Basic, Common and Core Competencies for 25 students with documentation/ accomplishment report	30%	Upon completion of the delivery of Modules for Basic, Common and Core Competencies for 25 students with documentation/ accomplishment report	50%	Upon facilitation of NCI assessment, conduct of graduation and facilitation of employment matching or referral of graduates  Upon submission of Final Activity and Financial Report for the allowances disbursed (is there is any)
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Regional Team and Project Management Team, MSWDO and DSWD-SLP.								
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where 490 points is the minimum passing score for the Technical Proposal.</b> <input checked="" type="checkbox"/> <b>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.</b>								

Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (700 pts)</u></b></p> <p><input checked="" type="checkbox"/> Track record of the company – 200 points</p> <p><input checked="" type="checkbox"/> Practicality and appropriateness of the approach and methodology – 200 points</p> <p><input checked="" type="checkbox"/> Qualification of the contractor and the trainers cum team members – 300 points</p> <p><b><u>Financial Proposal (300 points)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
Contract General Terms and Conditions <sup>2</sup>	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts</p> <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP <sup>3</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input checked="" type="checkbox"/> Others<sup>4</sup> Annex 4 – Vendor /Person Profile Form</p>
Contact Person for Inquiries (Written inquiries only)	<p>[Name] : Joseph Pangilinan</p> <p>[Designation] : Procurement Assistant</p> <p>+ Mobile : +639177961975</p> <p>[Email] : <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<sup>2</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>3</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>4</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Eligibility	<p>As part of eligibility review, kindly upload the following documents in the e-tendering site:</p> <ul style="list-style-type: none"> <li>• Company Profile</li> <li>• Valid Business Licenses – Registration Papers, Tax Payment Certification, etc</li> <li>• Latest Audited Financial Statement (2017) – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.</li> <li>• Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references</li> <li>• Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc, if any</li> <li>• Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List</li> <li>• Vendor Profile Form (Kindly submit Copy of any of the following as proof of bank account ownership - bank statement / bank certification /bank book / online screenshot of account showing the following details only: Bank Name, Account Name and Account number. Please do not send your transaction details.</li> </ul>
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>5</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Previous Relevant Experience/Track Record**

Please list only previous similar 5 assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

**E. Format for CV of Proposed Key Resources**

<b>Name of Personnel</b>	[Insert]
<b>Contact Details</b>	<ul style="list-style-type: none"><li>▪ Present/Home Address: [Insert]</li><li>▪ Email Address: [Insert]</li><li>▪ Contact Numbers: [Insert]</li></ul>
<b>Key achievements related to this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]

<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experiences, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul>
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself and that I am available to undertake this project.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

F. **Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	<b>Total</b>	100%	

*\*This shall be the basis of the payment tranches*

G. **Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*

### Terms of Reference (TOR)

For an Assignment Requiring the Services of an Institution to be Engaged Through an Institutional Contract

#### I. PROJECT TITLE

**Skills Training on Automotive Servicing NC-I – Matnog, Sorsogon**

#### II. PROJECT DESCRIPTION

The Protective Service Program of DSWD aims to provide various interventions to individuals, families and communities in difficult situations. Youth as one of the vulnerable sectors of the society is prioritized in government programming and budgeting through implementation of Pag-Asa Youth Association Programs (PYAP). Under PYAP, young people are given wholistic intervention comprising of various trainings and workshops aimed at improving their personality, attitudes, leadership and life-skills.

The Local Government of Matnog recognizes its role in addressing issues affecting its young population particularly problems of school-drop outs; lack of income and poverty which hinder majority of families to send the youth to college or vocational courses.

Thus, consistent to its mandate and guided by series of participatory engagements and consultation, the Office of Local Social Welfare and Development of Matnog, Sorsogon with its Local Poverty Action Team (LPRAT) identified Skills Training on Automotive Servicing NC-I as one intervention to enhance the capability of young people to gain employable skills and earn income. This training will focus on use and operation of automotive tools for repair and maintenance of automotive parts and engine. With the practical approaches, beneficiaries of this training will learn to perform mensuration and calculation, utilize workshop equipment and facilities, and perform inspection, maintenance of automotive.

In this matter, the UNDP is engaging services of a Service Provider with substantive knowledge and commendable expertise to deliver the needed services.

#### III. SCOPE OF SERVICES

The Service Provider shall conform to the Competency-based Educational System and should strictly observe the Training Regulation prescribed by TESDA. The teaching capability of the instructors together with the Tools and Equipment should be in accordance with the requirements of the Competency-Based Curriculum.

##### **Scope of Work:**

1. The contracted Service Provider shall conduct the training to **Twenty-Five (25) individuals for a period of around 280 hours or 21 days**. Training program should be based on the hereunder Competency-based Curriculum Design and Training Regulation prescribed by TESDA:

##### *1.1 Basic Competencies – 40 Hours*

- Received and respond to workplace communication
- Work with others or in a team environment

- Practice career professionalism
- Demonstrate work values
- Practice basic housekeeping procedures

#### 1.2 Common Competencies – 80 Hours

- Validate vehicle specification
- Move and position vehicle
- Utilize automotive tools
- Perform mensuration and calculation
- Utilize workshop facilities and equipment
- Prepare servicing parts and consumables
- Prepare vehicle for servicing and releasing

#### 1.3. Core Competencies – 160 Hours

- Perform pre-delivery inspection
- Perform periodic maintenance of automotive engine
- Perform periodic maintenance of drive train
- Perform periodic maintenance of brake system
- Perform periodic maintenance of suspension system
- Perform periodic maintenance of steering system

2. The Service Provider's (TESDA Technical Vocational School) Representatives and Resource Speakers are expected to work closely with the LGUs, DSWD, and UNDP, and will be responsible for the following:
  - Registration of participants and conduct the *Orientation* for the participants to set the course expectation, house rules, familiarity with the workplace, tools, equipment and overview of the entire training;
  - Provision of necessary training materials/ kit, tools, materials, and equipment needed as prescribed in the competency- based curriculum;
  - Conduct the **Automotive Servicing NCI** Training through classrooms lectures, demonstrations, practical application and when necessary onsite-visit to industries from **May 15-June 20, 2019**
3. Conduct pre-assessment to include review, preparations and demonstration of required competency for assessment of trainers;
4. Perform the following administrative work:
  - Enrollment of all participants in group insurance to cover job or course related accidents or deaths;
  - Conduct pre-and post- activity evaluation;
  - Submit supporting annexes required by this TOR including Training Plan and Syllabus to UNDP regional team;
  - Submit required report to UNDP regional team (accomplishment, attendance sheets, basic demographics of participants, etc.) every after accomplishment of the module;
  - Conduct of graduation activity;
  - Coordinate with Accredited Assessment Centers for TESDA's Assessment and Certification Arrangement for NCI and issuance of certificate of competency of all trainers;

#### Expected output

At the end of **Automotive Servicing NCI** training, participants possessed skills qualified for:

- Pre-delivery inspector / Check lister
- Maintenance personnel/staff; Maintenance associate
- Junior technician / Maintenance technician / Auto – service personnel

- Eligible for National Certification for Automotive Servicing NC I; or
- Qualified to enroll in next level – Automotive Servicing NC II

#### **IV. TRAINING DELIVERY**

1. The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the basic principles of competency-based TVET.
  - The training is based on curriculum developed from the competency standards;
  - Learning is modular in its structure;
  - Training delivery is individualized and self-paced;
  - Training is based on work that must be performed;
  - Training materials are directly related to the competency standards and the curriculum modules;
  - Assessment is based in the collection of evidence of the performance of work to the industry required standard;
  - Training is based both on and off-site components;
  - Allows for recognition of prior learning (RPL) or current competencies; and
  - Approved training programs are Nationally Accredited.
2. The competency-based TVET system recognizes various modes (on and off-the-job) as-long-as learning is driven by the competency standards specified by the industry. The following training modalities may be adopted singly or in combination when designing training programs:
  - The dualized mode of training delivery is preferred and recommended. Programs would contain both in-school and workstation components
  - Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer just facilitates the training delivery.
  - Peer teaching/mentoring is a training modality wherein fast learner are given the opportunity to assist the slow learners.
  - Supervised industry training or on-the-job / on-workstation training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies prescribed in the training regulations.

#### **V. INSTITUTIONAL ARRANGEMENT**

1. The Service Provider shall employ its institutional management system and tools in running the training such as provision and completion of Trainee's Attendance Sheet and Identification Card of timesheet etc.;
2. The Service Provider shall work closely with the UNDP Regional staff, Matnog SLP-BUB Team lead by MWDO, and the DSWD-SLP PDO;
3. The Service Provider shall monitor the attendance of participants and provide immediate feedback to MSWDO or SLP PDO and UNDP if there is any significant circumstance(s) occurred during the conduct of training;
4. The Service provider shall facilitate matching of skills to possible industry or provide referral of graduates to potential industries.
5. The service provider shall provide UNDP all reports and documentation specified in scope of work at the end of Training.

## VI. DURATION/PERIOD OF THE WORK

The activity will be implemented in two batches from **May 15-June 20, 2019**. All goods and services shall be delivered and rendered within the timeframe.

Milestones	Time frame
1. Launching/Kick-off and Orientation	May 15, 2019 - AM
2. Training proper on Automotive Servicing NCI	May 15, 2019 PM – June 15, 2019
3. Assessment for NCI Certification	June 16-17, 2019
4. Graduation and Issuance of Certificates	June 20, 2019

## VII. QUALIFICATIONS

The Service Provider should have the minimum qualifications:

### INSTITUTION:

- License to operate (business permit)
- SEC Registration
- Certificate of Accreditation issued by TESDA
- Certificate of TVET Program Registration to offer a Program in Shielded Metal Arc Welding NC I
- Has at least 3-5 years of track record in conducting technical skills training;

### TRAINER:

- Must have undergone training on Training Methodology II (TM II)
- Must be a holder of National TVET Trainer's Certificate (NTTC) Level 1 in Automotive Servicing II
- Must have at least 1- year industry experience in automotive servicing within the last three (3) years and/or teaching experience
- Good moral character
- Must be physically and mentally fit

## VIII. PROJECT COST

Service Provider will cover **the 25 participants**. The contract price will cover all-in costs such as but not limited to:

- Tuition fees
- Use of training materials, tools, facilities and equipment and other materials deem necessary in carrying out the training
- IDs, training handouts, attendance sheets
- Assessment Fees
- Provision of minimum standard starter kits
  1. *Screw driver*
  2. *Philip screw driver*
  3. *Long nose pliers*
  4. *Slip joint plier 8"*
  5. *Vise grip*
  6. *Multi-tester*
  7. *Spark plug wrench 12"*
  8. *Adjustable wrench*
  9. *Combination wrench*
  10. *Crocodile jack*
  11. *Mechanic hammer*



**IX. SCHEDULE OF PAYMENT**

The Service Provider will follow the schedule of payments described below upon the accomplishment and submission of required attachments.

*\*The contract price is all- inclusive, fixed and output- based regardless of extension of the herein specific duration.*



<b>Schedule of Payment</b>	<b>Activity</b>	<b>Review/ Approval of work output</b>
20%	Mobilization fund and upon submission of training modules for Basic, Common and Core Competencies for 25 students with documentation/ accomplishment report	Regional Team and Project Management Team, MSWDO and DSWD-SLP
30%	Upon completion of the delivery of Modules for Basic, Common and Core Competencies for 25 students with documentation/ accomplishment report	
50%	Upon facilitation of NCI assessment, conduct of graduation and facilitation of employment matching or referral of graduates  Upon submission of Final Activity and Financial Report for the allowances disbursed (is there is any)	

**X. TECHNICAL PROPOSAL**

- Photo copy of the legal documents such as Business Permit, SEC Registration, TESDA Accreditation and TVET Registrations;
- Company profile and/or personal CV of Team Members indicating all past experiences from similar projects;
- Plan of Approach and Methodology;
- Target Schedule of Activities (Gantt Chart)

**XI. FINANCIAL PROPOSAL**

- Financial proposal indicating all-inclusive fixed contract price, supported by a breakdown of costs.

 	<h2 style="margin: 0;">Vendor /Person Profile Update</h2>
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<b>SECTION 1 (For Internal Use only)</b>		<b>UN INFORMATION</b>	
Requesting Person:		Date:	Atlas Vendor No:
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> STAFF <input type="checkbox"/> SSA <input type="checkbox"/> SERVICE CONTRACT <input type="checkbox"/> MEETING PARTICIPANT <input type="checkbox"/> NGO <input type="checkbox"/> SUPPLIER <input type="checkbox"/> OTHER			
VENDOR APPROVER SIGNATURE: _____		DATE: _____	

Complete either Section 2 or Section 3 (not both)

<b>SECTION 2      PERSON INFORMATION (For Individuals only)</b>			
Last Name		First Name	Middle Name
Nationality		Sex: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	
Address			
City	State/Province/County	Postal Code (ZIP)	Country
E-mail Address	Telephone Number		Fax Number

<b>SECTION 3      SUPPLIER INFORMATION (For Companies only)</b>			
Company Name		Parent Company Name (if applicable)	Web Site URL: (if applicable)
Street Address			
City	State/Province/County	Postal Code	Country PHILIPPINES
Contact Person (MAIN ADDRESS)		Telephone	Fax
Name:		E-mail Address	
Title:			

<b>SECTION 4      BENEFICIARY BANKING INFORMATION</b>			
Bank Name			
Bank ID:	For US banks only use whether: (9 digits) ACH <input type="checkbox"/> Fed wire <input type="checkbox"/>		SWIFT code 8 or 11 characters (required for overboard payments)
Branch ID: (for Canadian Banks only) 9 digits routing no.		Branch Name	
Street Address:			
City	State/Province	Postal Code	Country

<b>SECTION 5      BENEFICIARY BANK ACCOUNT DETAILS</b>			
Account Name: (name as it appears on bank account)		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE)	
Bank Account No.: (ENTER WITH NO PUNCTUATION, NO DOTS, DASHES OR SPACES)		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
IBAN (European Banks)			
Transit Code (5 digit) Canadian Banks		Sort Code (8 digits) UK Banks	BBS code (8 digit) Australia Banks
<b>Bank information for intermediary/Correspondent Bank (if applicable)</b>			
Name of Bank:		Address of Bank:	
Bank Account No. (of beneficiary bank with intermediary bank)		SWIFT Code:	FED WIRE No. (US BANKS ONLY)
I, _____, in my capacity as _____, hereby authorize the agency to direct payments for goods and services to the above account. _____ Signature: _____			