



BIDS AND AWARDS COMMITTEE

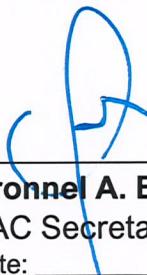
REQUEST FOR EXPRESSION OF INTEREST FOR

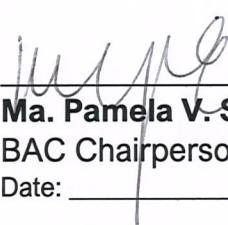
UCPB Savings, Inc. (UCPBS) invites all interested independent consultants for consulting service, which are registered in the Philippine Government Electronic Procurement System (PhilGEPS), to submit proposal/ quotation for **One(1) Individual Consultant for three(3) months consulting service on Information Technology Management and Program Implementation with expertise in maintenance and support service from banking sector (REI-ITD-001-17-10-2022)**, subject to the attached Terms of Reference (TOR):

Project Name:	One (1) Individual Consultant for Three (3) months consulting service on IT Management and Program Implementation with expertise in maintenance and support service from banking sector
Reference No.:	REI-ITD-001-17-10-2022
Location:	UCPBS Head Office, 18 th floor, SEC Headquarters (former UCPB Corporate Offices Building), 7907 Makati Avenue, Makati City
Approved Budget:	Three Hundred Thousand Pesos Only (Php300,000.00) net of taxes

Please use the attached Reply Slip in submitting the proposal/price quotation to the UCPB Savings Head Office at the contact information indicated below. The deadline of submission is on **October 24, 2022 /Monday** not later than **2:00pm**.

Contact Person : Eugene Asis, Procurement Officer
Office Address : Penthouse, UCPB Corporate Offices Building, 7907 Makati Ave.
Telephone No. : (+632) 8811-9000 loc 7245
Email Address : bacsecretariat@ucpbsavings.com / EPasis@ucpbsavings.com


Dronnel A. Espina
BAC Secretariat
Date: _____


Ma. Pamela V. Suarez
BAC Chairperson
Date: _____

TERMS OF REFERENCE FOR CONSULTING SERVICE

Section 1: PURPOSE/ OBJECTIVE

The UCPB SAVINGS (UCPBS) is in need of independent consultant (individual) that can provide service in the field of **Information Technology Management and Program Implementation with expertise in maintenance and support service from banking sector.**

Section 2: MODE OF PROCUREMENT

UCPB SAVINGS (UCPBS) shall undertake procurement through the modality of negotiated procurement specifically highly technical consultants pursuant to Section 53.7 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".

Section 3: APPROVED BUDGET FOR THE CONTRACT (ABC)

The price proposal or quotation should not exceed the Approved Budget for the Contract of **Three Hundred Thousand Pesos Only (Php300,000.00) inclusive of all applicable fees, charges and taxes.**

Section 4: TERMS OF REFERENCE / SCOPE OF WORKS

Requirement : **One (1) highly technical consultant (individual).**

Duration : **Three (3) months period**

A. Scope of Works

1. To provide expertise and continuous guidance in the following areas of information technology:
 - a. Management of IT personnel;
 - b. Management of IT projects and programs of the bank;
 - c. Maintenance of systems, programs, IT infrastructure, application and the likes;
2. To conduct coaching and mentoring to newly appointed Division Head of Information Technology and to other high potential IT personnel.
3. To provide expertise in carrying out the on-going Core Banking System (CBS) Project of the bank;



4. To provide advisory support to the management in the area information technology.

B. Qualifications, Requirements and Duration

1. The consultant shall have proven track record, expertise, experience and capacity in the field of information technology management from banking sector.
2. The consultant service shall be for three (3) months period only which will commence on **November 3, 2022 to February 2, 2023**.

Section 5: DELIVERABLES/ TIMELINES

Deliverables and timeline shall be followed:

Activity	November 2022 to January 2023 (3 months)			Accomplishment Rate
	Nov.3 – Dec. 2, 2022	Dec. 3 – Jan. 2, 2023	Jan. 3 – Feb. 2, 2023	
1. Conduct transfer of knowledge technical aspects of IT management to specific IT personnel/ officers.	→			20%
2. Conduct coaching and mentoring to newly appointed IT Head and specific IT personnel/ officer.	→			25%
3. Perform as subject matter expert in the on-going CBS Project of the bank to ensure successful acquisition and implementation.		→		30%
4. Act in advisory capacity on IT related matters to Management		→		10%
				100%

Section 6: TERMS, CONDITIONS AND SCHEDULE OF PAYMENT

1. The consultant undertakes to keep all the data and information received from the UCPBS confidential, shall not use or processed such data for any other purpose other than for the service herein, and shall handle such data with full compliance to the Data Privacy Act.
2. The UCPBS shall make a monthly payment upon the services have been rendered in accordance with the TOR.

3. Shall receive a total fee of Php300,000.00 for three months subject to appropriate expanded withholding and business taxes.
4. Payment of the Consultant shall be made every 10th of the month through credit to his UCPB Savings Bank Account.

Days Covered	Payment Date	Fee (net of tax)	No. of Consultant	Total Amount
November 3, 2022 - December 2, 2022	December 10, 2022	Php100,000.00	1	Php100,000.00
December 3, 2022 – January 2, 2023	January 10, 2023	Php100,000.00	1	Php100,000.00
January 3, 2023 – February 2, 2023	February 10, 2023	Php100,000.00	1	Php100,000.00
			Total:	Php300,000.00

5. The request for payment shall be made to the UCPBS in writing, accompanied by an invoice describing, as appropriate, the output/report delivered and/or services performed, and by submission of other required documents and obligations stipulated in this TOR, if any.

Section 7: SUBMISSION, RECEIPT, MODIFICATION AND WITHDRAWAL OF BIDS

1. Price proposals/quotations shall contain the following documents:

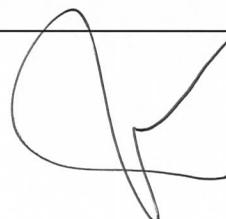
A. TECHNICAL AND ELIGIBILITY PROPOSAL

Eligibility Requirement	Documents to be submitted / presented (Valid and Current)
a) Must be duly registered Philippine Corporation, sole proprietorship or partnership of Filipino citizenship providing actuarial services in banking industry.	a. Valid and Current Mayor's Permit/ Business Permit/ BIR Registration b. PhilGEPS Registration Number/ Certificate
b) Must have experience/ track record of completed contract/project of the same nature in the Philippines.	Updated and most recent Curriculum Vitae (refer Annex ____).

Based on the eligibility requirements, service providers will be rated as “Pass” or “Failed”.

B. FINANCIAL PROPOSAL

- c) Completely and properly filled-out Financial Component Form (See Annex B)




- d) The total amount shall be equal or less than ABC. All quotations exceeding the ABC shall be automatically rejected.
 - e) Price proposals/ quotations shall be quoted in Philippine Peso and inclusive of all applicable taxes and charges.
2. The price proposals/ quotations shall be received by the BAC Secretariat on the date, time and place specified in the Request for Quotation.
3. A vendor may modify its price proposals/ quotations before the deadline for the submission of price proposals/quotations.
4. A vendor may, through letter, withdraw its price proposals/ quotations before the deadline for submission of price proposals/ quotations. Withdrawal of any price proposals/ quotations after the deadline shall subject the concerned vendor to appropriate sanctions as prescribed in the IRR of RA 9184.

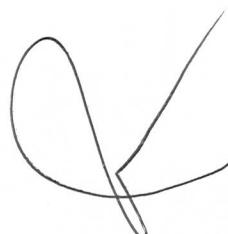
Section 8: RIGHT TO REJECT PRICE PROPOSAL/ QUOTATIONS AND ANNUL THE PROCUREMENT PROCESS

The UCPBS (Bank) reserves the right to reject any or all price proposals/ quotations and to annul the procurement process, at any time prior to contract award, without thereby incurring any liability to the affected vendor, and to accept only the offer that is most advantageous to the Government.

ANNEX "A"

TECHNICAL PROPOSAL REPLY SLIP

Procurement Project: One (1) Highly Technical Consultant (Individual)



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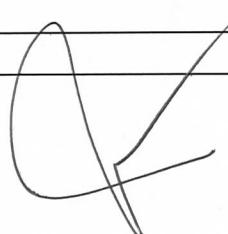
TECHNICAL PROPOSAL		
Particulars	Requirement per TOR	Statement of Compliance
Consultant for IT Management and Program Implementation	As stated in TOR	

Grand Total (Amount in Words):

NOTES:

1. The vendor shall indicate its compliance to UCPBS Technical Requirements on the column marked "STATEMENT OF COMPLIANCE" by using **only the words "COMPLY" or "FOLLOWED". Symbols or characters such as "DITTO" or QUOTATION MARKS are NOT ACCEPTABLE.** Should the vendor deviate from UCPBS requirements, it shall indicate the exact offer on the space provided in the same column marked as "STATEMENT OF COMPLIANCE". Supporting documentation and technical brochures must be provided.
2. In case the provided spaces are not enough, use additional sheet and indicate "SEE ATTACHED" on the space provided.
3. Unless otherwise specified, requirements indicated above are minimum.
4. Failure to provide the necessary information/ data required in this Technical Proposal Reply Slip may cause the disqualification of bid.

Consultant/Vendor's Name:	
Authorized Representative:	
Designation:	
Contact Number:	
Signature:	
Date:	
PhilGEPS Registration Number:	

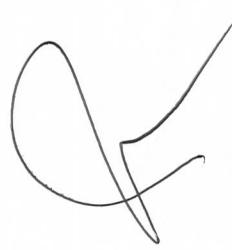



ANNEX "B"

FINANCIAL COMPONENT FORMS REPLY SLIP

Procurement Project: One (1) Highly Technical Consultant (Individual)

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BID FORM

Date: _____

TO: **The Bids and Awards Committee (BAC)**
UCPB SAVINGS, INC.
Penthouse, UCPB Corporate Offices
7907 Makati Avenue, Makati City

Project Name : _____

Reference No.: _____

Gentlemen:

Having examined the Terms of Reference including Bid Bulletin Numbers, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to UCPBS in conformity with the said Terms of Reference for the sum of *[insert amount in words and figures]*/or such other sums as may be ascertain in accordance with the Bid Prices attached herewith and made part of this bid

We undertake, if our Bid is accepted, to deliver the goods and services in accordance with the delivery schedule specified in Section 5 of this TOR.

We agree to abide by this bid for the Bid validity period specified in Section 7 of this TOR, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid that you may receive. We certify/confirm that we comply with the eligibility requirements as per Section 7.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____





ANNEX “C”

CURRICULUM VITAE

Procurement Project: One (1) Highly Technical Consultant (Individual)

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Format of Curriculum Vitae (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

Date: _____

[Signature of staff member and authorized representative of the firm]

Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this _____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this _____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. ___, [date issued], [place issued]

IBP No. ___, [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

