

TENDER DOCUMENT

Table of Contents

PART 1: TENDERING PROCEDURES

Section I: Instruction to Tenderers

Section II: Evaluation and Qualification Criteria

Section III: Tender Form

PART 2: REQUIREMENTS

Section IV: Eligibility Requirements for the Tenderers

PART 3: CONTRACT FORM

Section V: Memorandum of Agreement (MOA)

PART 1 – Tendering Procedures

Section I: Instruction to Tenderers

This Section provides information to help Tenderers prepare their tenders. Information is also provided on the submission and evaluation of tenders and on the award of Grants.

1. Scope of Tender

1.1. Qualifications/Programs Covered

- 1.1.1. The TWSP shall cover only the TVET programs registered with TESDA in accordance with the appropriate guidelines.
- 1.1.2. To meet the objectives of the program, the amount appropriated for the TWSP shall be utilized to support rapid, inclusive and sustained economic growth through course offerings in priority industries and key employment generators such as agri-fishery/agri-business/agro-industrial, tourism, information technology-business process management (IT-BPM), semiconductor and electronics, automotive, other priority manufacturing industries, logistics, general infrastructure, and new and emerging sectors.
- 1.1.3. New and emerging industries shall be identified and recommended by the regional offices or industry bodies. Local in-demand qualifications that are not identified as key employment generators may be covered provided there are existing employment opportunities as evidenced by job orders, authenticated job vacancies or assurance of employment.
- 1.1.4. Higher level qualifications, preferably NC III or higher, shall be covered.
- 1.1.5. Trainers Methodology (TM) Level I for qualifications/courses covered in the KEGs and TM Level II shall be included in the TWSP.
- 1.1.6. Programs under the TESDA Language Skills Institute (LSI) and Competency Assessment and Certification for Workers (CACW) shall be covered under the Program.

2. Procedure

- 2.1. TVIs/TTIs with registered programs may submit their Tender (Form 1) to participate in the skills training program available within their congressional district and may qualify if they passed the eligibility requirements, except when there are no available TVIs/TTIs with registered programs in the district concerned;

- 2.2. Tenders shall be submitted to the Provincial/District Offices (P/DOs);
- 2.3. All tenders shall be evaluated within seven (7) working days upon receipt thereof by the Regional Scholarship Evaluation Committee (RSEC) and shall prepare a Request for Tender (RFT) on the distribution scheme showing how the scholarship slots per qualification will be allotted/distributed per eligible training provider in each provincial/district office;
- 2.4. The Regional Scholarship Evaluation Committee (RSEC) shall submit to the National Scholarship Review Committee (NSRC) the RFT together with all the evaluated documents including the minutes of the meeting for purposes of review by the NSRC; and
- 2.5. The RFT shall be reviewed by the National Scholarship Review Committee (NSRC) within five (5) working days for approval of the Director General/Secretary.

Section II: Evaluation and Qualification Criteria

This Section specifies the criteria to be used to determine the responsive tender and the requirements for the tenderer's qualification to perform the contract. The criteria for tender evaluation and the methods for applying such criteria in evaluation should be reviewed carefully.

a. TVIs/TTIs with Previous Scholarship Allocation

1. **Absorptive Capacity** shall cover the physical facilities, tools and equipment and number of trainers. – **50 points**

ABSORPTIVE CAPACITY	POINTS
Within absorptive capacity	50 points
Not within absorptive capacity	0 point

2. **Employment Rate** shall refer to the employment rate of all graduates in a particular qualification previously granted and being applied for. The report on employment rate shall be applicable only for the TWSP programs that have been completed at least six (6) months to one (1) year prior to the new application under the TWSP in the same qualification. An electronic copy of the MIS-03-02 report, which includes the employment status, shall be submitted to the Program Management Office (PMO). – **20 points**

EMPLOYMENT RATE	POINTS
30% to 40%	4 points
41% to 50%	8 points
51% to 60%	12 points
61% to 70%	16 points
71% and above	20 points

- 3. Utilization Rate** shall refer to the enrollment report against the approved slots of the scholarship previously granted. – **30 points**

UTILIZATION RATE	POINTS
80% to 90%	20 points
91% and above	30 points

The eligible training providers shall be ranked from lowest to highest based on the point system. Those eligible training providers which garnered a total of fifty-one (51) points and above shall be given priority in the allocation of available scholarship slots. In which case, the Regional Scholarship Evaluation Committee (RSEC) shall decide on the appropriate distribution scheme of scholarship slots for all eligible training providers which garnered a total of at least fifty-one (51) points.

b. TVIs/TTIs without Previous Scholarship Allocation

In case of new and existing TVIs which were not given any scholarship allocation prior to the issuance of this Circular, the Regional Scholarship Evaluation Committee (RSEC) after looking into the eligibility requirements of said TVIs shall allot scholarship slots for the qualification being applied for.

Section III: Tender Form

This Section includes the form which is to be completed by the tenderer and to be submitted as part of its tender.

1. Scholarship Form 1 - TENDERING FORM 1

This form shall be accomplished by the Head of the TVI/TTI and shall be submitted to the TESDA Provincial/District Offices

PART 2 – Requirements

Section IV: Eligibility Requirements for the Tenderers

This Section includes information regarding eligibility requirements for the Training Provider.

A. TVIs/TTIs with Previous Scholarship Allocation

1. Program is compliant based on the technical audit report;
2. Must not be a subject of any unsettled **Notice of Disallowance (ND)** that has become final and executory involving any scholarship program of TESDA; and
3. Must not be involved in an unlawful exaction of fees and/or unlawful offering of any program within the jurisdiction of TESDA.

B. TVIs/TTIs without Previous Scholarship Allocation

1. Must have valid Certificate of TVET Program Registration (CTPR); and
2. Must have absorptive training capacity in terms of facilities, tools and equipment and trainers.

PART 3 – Contract Form

Section V: Memorandum of Agreement (MOA)

Please see *Annex A*