

# **TENDER DOCUMENT**

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## **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 by the industry bodies/associations from the results of international and local researches, studies/labor market information/publications, among others and recommended by the regional offices concerned. Likewise, local in-demand qualifications including the regional and provincial priorities that are not identified as key employment generators may be covered provided there are existing employment opportunities as evidenced by job orders or authenticated job vacancies or assurance of employment.
- 1.1.4. For new and emerging qualifications with existing employment opportunities but no promulgated **Training Regulations (TRs)**, the program shall be registered under **No Training Regulation (NTR)** in accordance with the omnibus guidelines on UTPRAS as per TESDA Circular 07 Series of 2016
- 1.1.5. Higher level qualifications, preferably NC III or higher, shall be given priority.
- 1.1.6. **Trainers Methodology (TM) Level I and TM Level II** shall be covered under the TWSP for trainers.
- 1.1.7. **Language Programs offered by TESDA Language Skills Institutes (LSIs).**

- 1.1.8. **Competency Assessment and Certification for Workers (CACW)** shall be covered under the Program. For CACW there shall be separate guidelines to be issued.
- 1.1.9. **TVIs with STAR-rated programs and/or accredited under the Asia Pacific Accreditation and Certification Commission (APACC)** shall be exempted in the tendering system. Instead they shall be given scholarship grants based on the rating and absorptive capacity
- 1.1.10. TESDA Technology Institutions (TTIs) shall be provided respective TWSP Allocations by the Authority

## 2. Procedure

- 2.1. An **invitation to tender** containing the qualification titles to be offered in the province based on the modes of availing scholarship **shall be published once in a newspaper of general circulation** (local or national) copy of which shall be furnished the ODDG CLGUS. In addition to publication, the invitation to tender shall be posted in the respective TESDA central/regional/provincial websites, social media and in conspicuous areas of the regional and provincial offices for a period of seven (7) days;
- 2.2. TVIs with registered programs shall submit their Tender (*Form 1*) in the skills training program available within the province. TVIs may qualify to tender in other provinces within the region if there are no available TVIs with registered programs in the provinces concerned or if the TVIs in the provinces cannot absorb the number of available trainees;
- 2.3. Tenders shall be submitted to the Provincial Offices (POs) within seven (7) days after its publication of invitation to tender in a newspaper of general circulation (local or national);
- 2.4. Upon receipt of the tenders submitted by the TVIs, the Provincial Director acting as vice chair of the RSEC of province shall immediately check whether the requirements on absorptive capacity, employment rate and utilization rate are complied with based on MIS 03-02, Accomplishment Report and other pertinent records;
- 2.5. If the submitted Tender (Form 1) meets all the required Eligibility Criteria (Form 2) and Criteria for Evaluation (Form 3), same shall be forwarded to RSEC for evaluation. Otherwise, the Provincial Director concerned shall notify the TVIs for compliance of the requirements within the period of seven (7) days after the publication of invitation to tender;
- 2.6. Failure on the part of the TVIs to comply within the period provided in the preceding paragraph, the tender shall be considered as not filed;

- 2.7. After evaluation, the RSEC shall prepare and submit the RFTs and the full documentation of the proceedings of all meetings or recordings of the proceedings to the SMO CLGUS for preparation of Complete Staff Work (CSW) for a period of seven (7) days;
- 2.8. The RFTs and CSWs shall be forwarded to the CLGUS proper for final review and recommendation to the Director General/Secretary within five (5) days;
- 2.9. The RFTs approved by the Director General/Secretary shall be forwarded to SMO CLGUS for preparation of Scholarship Grants;
- 2.10. Approved tender programs shall be posted in TESDA central/regional/provincial websites and in public places in the province, and **shall be published once in any local newspaper of general circulation** and social media for the information of potential trainees thereat;
- 2.11. The POs shall provide the TVIs with the list of grantees per qualification and the same shall be posted in the TESDA regional/provincial websites;
- 2.12. A Memorandum of Agreement (MOA) shall be entered into between TESDA Provincial Director and qualified TVIs per approved RFT;
- 2.13. **The TVIs shall conduct the training program only after receipt of the Scholarship Grant Certificates from the POs.**

## 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 with Previous Scholarship Allocation

1. **Absorptive Capacity** refers to the number of trainees that a TVI can accommodate per batch based on Training Regulation requirements on physical facilities, tools and equipment and number of trainers. This includes existing/ongoing scholarship programs with other government agencies and other funding organization. – **30 points**

<b>ABSORPTIVE CAPACITY</b>	<b>POINTS</b>
Not within absorptive capacity	0
Within absorptive capacity	30 points

2. **Employment Rate** refers to the number of employed 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 SMO CLGUS. – **40 points**

<b>EMPLOYMENT RATE</b>	<b>POINTS</b>
Below 50%	0
50% to 70%	10 points
71% to 90%	20 points
91% and above	40 points

3. **Utilization Rate** refers to the number of graduates based on the MIS 03-02 report against the approved slots of the scholarship previously granted (in a particular qualification previously granted and being applied for). – **30 points**

<b>UTILIZATION RATE</b>	<b>POINTS</b>
Below 80%	0
80% to 90%	25 points
91% and above	30 points

The eligible TVIs shall be ranked from lowest to highest based on the point system identified. Those eligible TVIs which garnered a total of fifty-five (55) points and above shall be given priority in the allocation of available scholarship slots. In which case, the RSEC shall decide on the appropriate distribution scheme of scholarship slots for all eligible TVIs which garnered a total of at least fifty-five (55) points, provided that the TVI has no zero (0) point in any of the abovementioned criteria.

**b. TVIs 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 RSEC, after looking into the eligibility requirements of said TVIs, shall consider allotment of scholarship slots for the qualification being applied for. The TVI shall be provided scholarship allotment equivalent to one (1) batch per qualification.

### **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. Form 1 - TENDER**

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

## **PART 2 – Requirements**

### **Section IV: Eligibility Requirements for the Tenderers**

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

#### **a. TVIs with Previous Scholarship Allocation**

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

#### **b. TVIs without Previous Scholarship Allocation**

2. Program is compliant based on the latest **Technical Audit**;
3. Must have absorptive training capacity in terms of facilities, tools and equipment and trainers; and

The TVIs with newly registered programs shall be allowed to tender. In lieu of the technical audit report, the TVI shall submit the UTPRAS inspection report conducted by the TESDA Provincial Office.

**PART 3 – Contract Form**

**Section V: Memorandum of Agreement (MOA)**

Please see *AnnexA*