



Republic of the Philippines
 Department of Justice
 Bureau of Corrections
 NEW BILIBID PRISON
 NBP Reservation, 1776 Muntinlupa City



BIDS & AWARDS COMMITTEE

Request for Proposal (RFP)

Date: 08 December 2020
 RFP No. 2020-12-1181

Name of Consultant/Consulting Firm: _____
 Address: _____
 TIN: _____
 PhilGEPS Registration No. (required prior to award): _____

The Bureau of Corrections, through its Bids and Awards Committee (BAC), intends to engage the services of a consultant/consulting firm for the Training on Principles of Effective Prison Management through Negotiated Procurement: Scholarly Works under **Section 53.6** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the procurement project is indicated in the table below:

DURATION OF CONSULTANCY	DESCRIPTION	APPROVED BUDGET FOR CONTRACT (ABC)
Three (3) months	Engagement of Services of Trainers for the Training on Principles of Effective Prison Management	One Million Seven Hundred Thousand Pesos (Php 1,700,000.00)

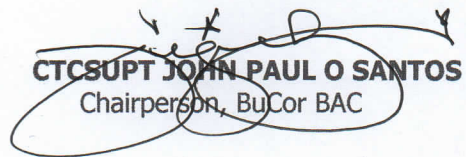
The Terms of Reference (TOR) is attached for your guidance/reference.

As such, eligible individual consultants or consulting firms of known qualifications are invited to submit their proposals and Curriculum Vitae not later than 15 December 2020 (Tuesday) at 1:00 P.M. subject to the Terms and Conditions provided in the attached TOR.

A copy of each of the following are also required to be submitted prior to award:

- (a) Latest Mayor's/Business Permit (for consulting firm)
- (b) BIR Certificate of Registration (for individual consultant)
- (c) Latest Income/Business Tax Return
- (d) Omnibus Sworn Statement (GPPB-prescribed form)

Open proposals may be submitted, manually or through e-mail at the address and contact numbers indicated below. For any clarifications, you may contact the **BAC Secretariat** at telephone nos. (02) 88098587/ (02) 87722718 or e-mail address at bucorbacsec@gmail.com.


CTCSUPT JOHN PAUL O SANTOS
 Chairperson, BuCor BAC

After having carefully read and accepted the Terms of Reference (TOR) herein attached, I/We submit our quotation/s for the item as follows:

FINANCIAL OFFER

Please provide your quotation in the table below. **The information stated below shall be the basis for the evaluation and calculation of your total proposal**, and does not reflect the guaranteed price.

Project Name: Engagement of Services of Trainers for the Training on Principles of Effective Prison Management	
Approved Budget for the Contract (ABC)	Your Quotation
One Million Seven Hundred Thousand Pesos (Php 1,700,000.00)	<hr/> <small>(Please state your quotation in words and in figures)</small>

Signature over Printed Name

Position Title/Designation

Office telephone No. /Mobile No.

Email address/es



TERMS OF REFERENCE

For the Engagement of Services of Trainers on Effective
Principle of Prison Management

I. PURPOSE

The purpose of this Terms of Reference (TOR) is to engage the services of trainers who will conduct training for the "Effective Principle of Prison Management".

II. BACKGROUND

In line with RA 10575 (Modernization Law), BuCor through its Training Division recognizes its responsibility to strengthen government capability aimed towards the institutionalization of highly efficient and competent correctional services.

BuCor has desire to introduce and sensitize prison officials the principles of effective prison management to a well-established and empirically supported programs and activities that are gender sensitive, adhering to human rights, and attuned to Filipino organizational and cultural sensibilities. Further, in its capacity building effort to enhance the competence, professionalization and upgrading of qualification standards in the designation of personnel to key positions, BuCor initiated to train its personnel for the conduct of seminar for effective principles of prison management.

Effective correctional management entails effective classification, housing assignment, inmate programming, and documentation and assessment. Without an integrated correctional management policy, prison personnel will encounter difficulty in achieving their twin goals of reforming and securing the inmates while under custody. In some cases, due to overcrowding, lack of personnel, and lack of resources, prisons develop informal coping mechanisms like use of "kubol", "mayors" and VIP system which supplant the formal structures. While

III. OBJECTIVE

The overall objective of this training program is the introduction and sensitization of principles in effective prison management to a well-

established and empirically supported programs and activities that are gender sensitive, adhering to human rights and attuned to Filipino organization and cultural sensibilities. It will Equip participants with the capacity to identify barriers to change and develop strategies to overcome these barriers. In the long run, this program aims to attain high levels of competency and enhance personnel skills through continuous training.

IV. SCOPE OF WORK

The trainers shall deliver a 12 module in a month course that would be delivered online via Zoom type platform. Two modules per week shall be presented, with each module delivered over three to four-four lectures per session. This would include question and answer and syndicate exercises. Participants will have an access on all the lecture materials online and can ask questions anytime via the platform which will be conducted regularly.

The course shall run in three batches for one-month course of the officers' training per year as required. The first batch with 35 participants is tentatively scheduled on January 18 2021 to February 18, 2021 followed by the second batch with 34 participants tentatively scheduled on February 18, 2021 to March 18, 2021 and the 3rd batch with 26 participants to be conducted on March 18, 2021 to April 18, 2021.

Participants of this training are Corrections Senior Inspectors, Corrections Technical Senior Inspectors, Corrections Inspectors and Corrections Technical Inspectors from the New Bilibid Prison and Penal Farm.

Among the topics included are the following:

- a. Introduction: Philippine Prisons and the Culture realities
- b. Risk Assessment
- c. Classification and Housing and Placement
- d. Programming: Interventions and Rehabilitation
- e. Dynamic Security and Intelligence
- f. Case Management and Documentation
- g. Boundary/Red Flag Training
- h. Skills, Techniques, and Objectives for Engaging PDLs
- i. Interviewing Skills
- j. Special Needs Offender Management
- k. VEO & High Risk Offender Management
- l. Prison Management under CoVid 19

V. CLIENT'S RESPONSIBILITY

On behalf of Bureau of Corrections, the BuCor Chief Training Division or her duly designated representative, shall evaluate the quality of work delivered by the trainers based on this TOR to ensure the quality and relevance of work being conducted, and based on this, shall issue a written project acceptance/approval, retention, or discontinuance.

The following comprise the general expectations from BuCor, as client:

1. Prior to any execution of activities related to this Terms of Reference, the Chief Training Division shall convene a meeting between the representatives of the trainers and the BuCor point persons to be assigned to handle this project. A close anchoring and monitoring of all the activities as indicated herein shall be undertaken by the BuCor Training Division in coordination with the NBP and Operating Prisons and Penal Farms (OPPFs);
2. Training Division shall be responsible for providing technical assistance for the project. They shall closely coordinate with the trainers in the conduct of the training program and other related activities, including monitoring of the progress;
3. The Training Division shall cooperate in the conduct of training, ensuring that the participants are available on the scheduled dates of training. For any request for change or cancellation of schedule, however, at least a one (1) week notice shall be given and the said change/ adjustment shall be made based on mutual agreement by both parties; and

VI. TRAINOR'S RESPONSIBILITY

The trainers shall provide information that indicates experience, educational/ training qualifications and capacity to undertake the work outlined herein, within the specified timelines. As part of this, the trainer is expected to have the expertise, legal and financial capabilities and qualifications prior to entering into contract with BuCor.

The Trainor shall undertake to perform the training program with the highest standards of professional and ethical competence and integrity.

The following are the general expectations from the Trainor:

1. Commitment to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or the Client's business or operations;
2. Preparation and reproduction of the training module, as the case may be, with schedule of activities for the entire duration of the engagement. The representatives from the trainor shall coordinate with the Chief Training Division regarding any changes on the dates of audit schedules or any delay in the activities related to Surveillance Audit;
3. Adherence to the approved training schedule and any changes or adjustments of schedules as may be agreed upon. For any request for change or cancellation of schedule, however, at least a one (1) week notice shall be given and the said change/adjustment shall be made based on mutual agreement by both parties;
4. Provision of information on any conflicts of interest and proposed approach to the resolution thereof;
5. Conduct lectures, trainings and provide post training evaluation.

VII. TRAINORS' QUALIFICATION REQUIREMENTS

The trainor shall show proof or sample work to support the following qualification requirements:

A. Qualification and Competencies

1. The Trainor must have the following legal documents as required in the government procurement law:
 - a. Valid and current mayor's permit from the principal place of business
 - b. SEC-registration or CDA registration certificate
 - c. Latest articles of incorporation
 - d. Certificate of PhilGEPS registration
 - e. Tax payer's identification number
 - f. Latest Income/Business Tax Return and tax clearance pursuant to EO No. 398 s. 2005
 - g. Audited Financial Statement (within the last 3 years)
2. The trainor must have the following:

- a. Ongoing and completed government and/or private contracts within the last 5 years, including contracts awarded but not yet started

C. Evaluation and Selection Criteria

1. Evaluation Procedure. Pursuant to RA No. 9184 and its Revised IRR, the proposals shall be evaluated using Quality-Based Evaluation (QBE)
2. Selection Criteria. The trainor must attain a hurdle rate of 70% based on the following set of selection criteria for Technical Proposal with their corresponding weight assignment:

Criteria for Technical Evaluation	Weight
A. Applicable Experience and Track Record of the Trainor <ul style="list-style-type: none"> □ 1. Years of experience in conducting Training programs on prison management 	40%
B. Qualification of trainor: <ul style="list-style-type: none"> ➤ Education ➤ Experience in conducting training on prison management 	40%
C. Plan of Approach and Methodology: <ul style="list-style-type: none"> □ Substance of the Proposal ➤ Completeness of the Proposal ➤ Clarity of Methodologies and Approaches 	20%
Total	100%

VIII. DURATION OF ENGAGEMENT AND APPROVED BUDGET FOR THE CONTRACT (ABC)

The services of the trainor will be engaged for three (3) months. The project is expected to commence upon receipt of the Notice to Proceed. The Approved Budget for the Contract (ABC) is One Million Seven Hundred Thousand Pesos (Php 1,700,000.00) inclusive of all taxes and other charges imposed under applicable laws.

IX. DELIVERABLES AND TERMS OF PAYMENT

1. The following services and outputs will be expected from the trainor to be submitted/delivered to the Chief, Training Division with the timelines specified below and based on the agreed general Work Plan:

Activity	Output	Timeline*
First batch with 35 participants	12 training module accomplished and sensitized	January 18, 2020 to February 18, 2020
Second batch with 34 participants	12 training module accomplished and sensitized	February 18, 2020 to March 18, 2020
Third batch with 26 participants	12 training module accomplished and sensitized	March 18, 2020 to April 18, 2020

*Notes: *Changes in the project schedule shall be allowed subject to BuCor's approval.*

***Subject to actual submission of correction/corrective and preventive action report.*

****Subject to satisfactory results of training assessment and participants feedback.*

2. Payment shall be made upon completion of the final output and submission of the required deliverables:

Payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the trainor and duly accepted by the Chief Training Division or his/her authorized representative.

Breakdown of Expenses

Costs	Amount in Philippine Peso
Training Fee Php 16,000 per participant x 95 - Php 1,520,000.00 Module and certification Php 1,900 per participant x 95 - Php 180,000.00	<u>Php 1,700,000.00</u>
Total Estimated Expenses – Php 1,700,000.00	

Prepared by:

(sgd.)

CTSUPT ELSA A ALABADO

Chief, Training Division

Approved:

(sgd.)

CTCSUPT JOHN PAUL O SANTOS

Director, Directorate for Administration