

Republic of the Philippines  
Department of Health  
NATIONAL NUTRITION COUNCIL  
2332 Chino Roces Avenue extension, Taguig City  
Tel./Fax No. 8843-5834  
Website: www.nnc.gov.ph

**INVITATION FOR NEGOTIATED PROCUREMENT  
(Two Failed Bidding)**

**HIRING OF CONSULTANCY SERVICES TO DEVELOP NATIONAL NUTRITION COUNCIL'S INSTITUTIONAL STRENGTHENING, ORGANIZATION, REDESIGN, AND STAFFING**

In view of two (2) failed biddings, the National Nutrition Council (NNC) Bids and Awards Committee (BAC) invites interested bidders in the negotiation for the **Hiring of Consultancy Services to Develop NNC's Institutional Strengthening, Organization, Redesign, and Staffing** of NNC in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".

The NNC through the authorized appropriations under the General Appropriations Act – 2022 Continuing Appropriations (ConApp) intends to negotiate the total sum of **Two Million Pesos Only (₱ 2,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the Hiring of Consultancy Services to Develop NNC's Institutional Strengthening, Organization, Redesign, and Staffing.

Interested Bidders may submit their bid proposals through manual submission in accordance with the attached list of requirements of the bidding document. Below is the schedule of the negotiation process:

Activity	Date	Time	Venue
Negotiation Meeting	Nov. 28, 2023	1:00 pm	NNC Board Room
Submission of Bids	Dec. 6, 2023	1:00 pm	
Opening of Bids	Dec. 6, 2023	2:00pm	

The NNC reserves the right to accept or reject any bid, to annul the negotiation process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

(Sgd.)  
ATTY. VIRGILIO L. CARREON, JR.  
Chair, Bids and Awards Committee

### CHECK LIST OF ELIGIBILITY REQUIREMENTS

1. PhilGEPS Certificate of Registration and PLATINUM membership in accordance with Section 8.5.2 of the IRR which states that "all bidders shall maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents" under Section 23.1 (a)":
2. Statement of the bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. The statement shall include, for each contract, the following:
  - (2.1) the name and location of the contract/project;
  - (2.2) date of award of contract;
  - (2.3) type and brief description of consulting services;
  - (2.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
  - (2.5) amount of contract;
  - (2.6) contract duration; and
  - (2.7) copies of certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
3. Statement of all completed government and private contracts for the last three (3) years and to highlight a single similar/related contracts whose value is at least 50% of the Approved Budget for the Contract.  
  
Statement of on-going and completed contract should be submitted in separate sheet and categorized whether government or private, if none, submit also the template and indicate "None."
4. At least 3 certifications of satisfactory performance from three (3) previous clients printed in in clients letterhead.
5. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions.
6. Curriculum Vitae of personnel to be assigned to the project.
7. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.
8. The consultant's audited financial statements, showing, among other things, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the date of bid submission.



## Statement of Compliance to the Terms of Reference

Bidders/Suppliers must state either “**Comply**” or “**Not Comply**” in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification”. Please do not just place check in the said column.

Items & Specifications	Bidder’s Statement of Compliance
<p><b>I. TITLE:</b> Hiring of Consultancy Services to Develop NNC’s Institutional Strengthening, Organization, Redesign, and Staffing</p> <p><b>II. TYPE OF TECHNICAL ASSISTANCE (TA):</b> Consultancy Services</p> <p><b>III. TECHNICAL ASSISTANT CLIENT:</b> National Nutrition Council</p> <p><b>IV. BACKGROUND AND RATIONALE</b>  The National Nutrition Council was created by virtue of Presidential Decree 491 in 1974 as the highest policy making and coordinating body on nutrition. During this period, malnutrition was a problem which led to the declaration of President Ferdinand Marcos that nutrition is a priority of the country. Almost five decades later, malnutrition continues to affect Filipinos despite modest improvements. The limited improvement in malnutrition levels has been attributed to several factors including the limitations of the NNC to fully perform its mandate. Through the years, several laws have provided the NNC with additional mandate without the necessary staff complement. Likewise with devolution, the NNC takes on greater role in providing technical assistance to local government units which are responsible for nutrition service delivery. The NNC does not have a fully functional regional office that could support assistance to LGUs. Further, with the proliferation of information on nutrition from various sources which may be true or false, there is a need for the public and key target groups with correct information and messages on nutrition. Other developments in technology, paradigm shifts,</p> <p>The Philippines has made international commitments on nutrition and food security in addition to the commitment of the State to ensure the right to adequate food, protect the constitutional right of children to proper care and nutrition. Considering the role of the NNC to orchestrate the efforts of government and stakeholders, there is a need for NNC to strengthen its institutional capacity and redesign its structure. This will enable the NNC to improve its organizational performance and steer actions for nutrition improvement.</p> <p>After almost 5 decades of existence, this is the most opportune time for NNC to embark on an organizational analysis to review its processes, workforce complement and operations. There are also legislative proposals to strengthen the NNC including converting the NNC into a commission to be more effective and efficient.</p> <p>Considering the limited expertise and human resource of the NNC to carry out organizational analysis, the NNC shall hire the services of an organizational development consultancy group to prepare for NNC its Organization Structure and Staffing Pattern (OSSP), starting from determination of current and future organization and workforce design, identifying gaps and, analysis of costs and benefits.</p>	

## **V. PROJECT OBJECTIVES:**

The project aims to hire a consultancy group with expertise on organizational development particularly in the government to develop a strengthened NNC Organization Structure and Staffing Pattern.

The project aims to transform the NNC into a more effective and efficient institution to perform its mandates and enable the Philippines to eliminate all forms of malnutrition. It will support NNC's core services and cost-effective public expenditure management.

## **VI. EXPECTED OUTPUTS:**

The following are the expected output of the contractor for submission to the NNC for approval:

- a. Diagnosis/ Report on Current State Analysis
- b. Workforce Analysis and Plan
- c. Proposed NNC Organizational Structure and Staffing Pattern (OSSP) with assumption that NNC will be restructured as a commission with functional statement per unit, job description and competency requirements of proposed positions, proposed salary grades and monetary computation of compensations and benefits.
- d. Proposed spatial requirements and distribution of offices and staff based on OSSP.
- e. Project completion report
- f. Audited financial report.

The outputs shall be in hard copy and soft copy.

## **VII. SCOPE OF WORK:**

The contractor shall perform these functions:

1. Submit an inception report detailing the methodology and workplan, personnel and their roles and budget/cost centers within 5 working days from conduct of inception meeting.
2. Conduct of organizational assessment through a thorough review and understanding of NNC's structure and functions. This includes data collection (through review of literature, interviews and focus group discussions) and review and analysis of the results.
3. Document observations and provision of a concise gap analysis as basis for the proposed reorganization
4. Conduct workforce analysis and planning through review of current staffing complement, and workforce demand.
5. Conduct of cost-benefit analysis of the proposed reorganization, taking into consideration the monetary benefits, the savings to be generated, monetary costs of the proposed expansion and training costs to re-skill or retool personnel in the implementation of the proposed reorganization plan.
6. Formulate a Design Framework or scorecard of the reorganization plan.
7. Formulate a proposed Organizational Structure and Staffing Pattern (OSSP).
8. Develop an implementation plan and communication plan of the proposed NNC's OSSP.
9. Attend meetings with NNC physically or virtually as needed.
10. Prepare presentation materials of the outputs.



The NNC shall perform these functions:

1. Convene an inception meeting with the contractor to level off expectations and for the contractor to present its inception report within 5 working days from receipt of signed Notice to Proceed.
2. Provide reference materials and other documents.
3. Assign focal persons to coordinate the requirements of the contractor.
4. Convene meetings with the contractor on the progress of the work and for the contractor to present its deliverables.
5. Provide comments on the outputs of the contractor.
6. Review the deliverables of the contractor and process payment upon acceptance.

### **VIII. QUALIFICATIONS OF THE CONSULTANCY GROUP**

The consultant shall have the following qualification:

1. Duly registered Consulting Firm specializing in human resource development and organizational development services.
2. Demonstrate expertise in the field of organization development, human resource management and organizational analysis, organization redesigning and staffing in a government office.
3. Has conducted as least five (5) organizational analysis and diagnosis assessment projects particularly in a National Government Agency (NGA) or Government-Owned and Controlled Corporation (GOCC).
4. Must have knowledge of government including Department of Budget and Management (DBM) rules and policies on government rationalization program and staffing.
5. Consultants involved must have good academic credentials and proven track record in Human Resource Management, Organization Development or Public Administration and Management.

### **IX. CONTRACT DURATION**

The project will have a duration of six (6 months) which shall commence 5 working days from the issuance of Notice to Proceed by NNC. Indicative delivery dates may be adjusted upon request from and approval of NNC.

### **X. PROJECT COST AND TERMS OF PAYMENT**

The project has a budget of TWO MILLION PESOS (Php2,000,000.00) inclusive of all taxes.

Payment shall be made upon Issuance of the Certificate of Acceptance by the end-user, subject to government budgeting, accounting, auditing rules and regulations, with submission of billing statement for each tranche of payment as follows:

<b>Percent of contract cost</b>	<b>Deliverables</b>	<b>Amount (Php)</b>
First payment - 15%	Approved Data Gathering and Organizational Assessment Report	300,000
Second payment - 15%	Approved Organizational Gap Analysis Report	300,000
Third payment - 25%	1. Proposed Organizational Structure and Staffing Pattern (OSSP) 2. Workforce Analysis Plan	500,000

Fourth payment 25%	1. Approved Cost-benefit analysis report 2. Proposed implementation and communication plan	500,000
Fifth and final payment (20%)	1. Approved compiles final outputs: OSSP, Workforce Analysis and Plan, Cost Benefits Analysis, Spatial Arrangements and Implementation and Communication Plan 2. Project completion report 3. Audited financial report	400,000
<p><b>XI. OWNERSHIP</b></p> <p>All project outputs such as reports and other documents, materials, equipment, data, and/or software developed by the contractor for the NNC shall become and remain the property of the NNC. The contractor may retain a copy of works, but such are subject to the restrictions about future use of these outputs, documents and is subject to the approval of NNC.</p> <p><b>XII. CONTACT PERSON</b></p> <p>Ms. Jovita B. Raval Chief, Nutrition Information and Education Division, and OIC-Deputy Executive Director for Technical Service E-mail address: <a href="mailto:nied@nnc.gov.ph">nied@nnc.gov.ph</a>; Tel. no.: (02) 8843-0142</p>		

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date