

## REQUEST FOR QUOTATION

REFERENCE NO.: **MR23-02-032**

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT OF A SERVICE PROVIDER FOR THE CONDUCT OF CREDIT AND BACKGROUND INVESTIGATION**

This Terms of Reference (TOR) refer to the requirements of the National Development Company (NDC) for the procurement of a Service Provider for the conduct of credit and background investigation and provision of Business Intelligence (full business report) and People Information (full individual report).

### Requirements:

Requirements	Qty.	Estimated Unit Price	Estimated Total Cost
<b>PROCUREMENT OF A SERVICE PROVIDER FOR THE CONDUCT OF CREDIT AND BACKGROUND INVESTIGATION</b>	1 lot		Php 150,000.00
<b>TOTAL</b>		<b>Php</b>	<b>150,000.00</b>

### I. MAIN OBJECTIVES

To gather personal and company credit and background information regarding potential startup investees under the Startup Venture Fund (SVF) program of the NDC.

### II. SERVICES TO BE PERFORMED

1. To conduct investigation and background check on startup companies covering company profiles, stockholders, registrations, business transactions, highlights of financial condition (past and current), prospects, company affiliations, clients/customers' feedback and database check on negative or adverse records;
2. To identify the business scope, roles, corporate relationship, coverage of operations and liabilities of the startup companies;
3. To conduct investigation and background check on the Chief Executive Officer (CEO) of each startup company, covering personal background, prior business transactions, employment and other affiliations, financial exposures, assets and database check on negative or adverse records.
4. To submit both hard and softcopies of the Full Business Reports (on the startup companies) and Full Individual Report (on the CEO of each startup company); and
5. To present summary of findings and highlights of the business and individual report to NDC.
6. To accomplish the following within the specified number of days:

- a) Conduct of business and individual background investigation, and report writing (5 days)
- b) Submission and Presentation background investigation (1 day)

### **III. QUALIFICATIONS**

1. The Service Provider must have adequate experience in the methodologies of generating business intelligence and people information with at least 15 years of experience in business.
2. Adequate experience (completed at least 10 projects similar in nature) in handling the process of database checking, verification and ground work.
3. Awareness on the need to cover various government agencies as sources of corporate information and the inclusion of character, residence check, employment and education evaluation as basis of personal evaluation.

### **IV. DELIVERABLES**

1. Submit for all reports:
  - a) Printed copies of Business Intelligence and People Information Reports.
  - b) DVD or USB containing soft copies of the reports in either MS Word or PDF files
2. The reports shall include the following:
  - a) Business Intelligence – Full Business Report
    1. Registration Details to government institutions
    2. Capital Structure
    3. List of Stockholders
    4. Officers / Directors
    5. Trade Checking
    6. Volume of Sales
    7. Parent Company
    8. Subsidiaries/Affiliates
    9. Employee Size
    10. Description of Location
    11. Database Check (Negative/Adverse Records and Bank Exposure File)
    12. Court Case Listings
    13. Existing Agreements with other private companies or government institutions (i.e., suppliers, customers, etc.)
    14. Financial Highlights (with copy of the audited financial statements)
    15. Financial Ratios (basic)
    16. Analyst's Comments
  - b) People Information – Full Individual Report
    1. Identity
    2. Family Background
    3. Description of Residence/Neighborhood
    4. Health/Habits
    5. Business/Employment Record/ Other Affiliation

6. Bank Exposures and other Financial Obligations
7. Court Case Listings
8. Other negative records

#### **V. PERIOD OF ENGAGEMENT**

The Service Provider shall be engaged for a period of one (1) year from the signing of the contract.

#### **VI. FEES**

1. Proposed rates shall be inclusive of all government taxes and shall not exceed ₱10,000.00 per startup company.
2. The total estimated project cost is ₱150,000.00, with at least fifteen (15) startup companies to undergo the activity.

#### **VII. OTHER TERMS AND CONDITIONS**

1. The number of startup companies may vary depending on the number of applicants who will pass the eligibility and initial evaluation; and
2. NDC will pay in full the amount of fees within seven (7) calendar days from the receipt of the Statement of Account and all deliverables within the specified number of days per startup company.

**Approved Budget** : ₱150,000.00 (VAT Inclusive)

**Mode of Procurement** : Small Value Procurement

**Deadline of Submission of Quotation** : March 2, 2023

#### **Eligibility Requirements :**

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2021 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized and in accordance with GPPB Circular 04-2020 dated September 16, 2020)

**Note:** In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

<p>Name of Bidder:</p> <p style="text-align: center;"><b>BIDS AND AWARDS COMMITTEE</b> National Development Company 7/F NDC Building, 116 Tordesillas St. Salcedo Village, Makati City Fax: 840-4862 Attention: BAC Secretariat</p> <p style="text-align: right;">Reference Number: MR23-02-032</p>
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All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government Terms
2. Delivery Period – One (1) year

**(SIGNED)**  
**AGM SATURNINO H. MEJIA**  
Chairperson, Bids and Awards Committee