

REQUEST FOR PROPOSAL

REFERENCE NO.: MR25-05-061

**We are inviting all interested consultancy firms to submit their best proposal for the
PROCUREMENT OF CONSULTING SERVICES FOR THE HACKATHON OF THE PHILIPPINE
INNOVATION HUB - MARIKINA ENTERPRISE CENTER (IHUB-MEC).**

A. TERMS OF REFERENCE

- 1. OBJECTIVE** : To organize a national hackathon that will serve as a platform for discovering innovative solutions to real-world challenges while nurturing the next generation of Filipino innovators. The initiative aims to: (1) strengthen the Philippine Innovation Hub's role as a catalyst for creativity, collaboration, and tech-driven entrepreneurship; (2) build a vibrant pipeline of startups and talents by engaging students, early-stage innovators, and professionals in rapid ideation and prototyping; (3) foster a culture of innovation by bringing together diverse stakeholders—government, academe, industry, and the startup community—to co-create solutions that address pressing national and sectoral needs.

2. SCOPE OF WORK

The services shall include the planning, coordination, and execution of a hackathon, ensuring a seamless and engaging experience for all participants. The organizer shall be responsible for the following:

- a. **Event Planning and Logistics:** Arranging necessary equipment and resources, coordinating with mentors, judges, and participants, and overseeing logistical needs for an efficient event setup.
- b. **Participant and Mentor Coordination:** Identifying, inviting, and onboarding developers, designers, and industry experts to serve as mentors and judges, ensuring diverse and high-quality participation.
- c. **Marketing and Promotions:** Developing and executing a strategic promotional campaign, including social media, press releases, and partnerships, to attract attendees and industry stakeholders.
- d. **Program Development:** Structuring an engaging hackathon schedule, including opening and closing ceremonies, mentoring sessions, networking opportunities, and final project presentations.
- e. **On-Site Event Execution:** Overseeing solely the hackathon process, providing real-time support for teams, managing technical and logistical concerns, handling crowd control (if on-site), and ensuring a smooth event experience.
- f. **Post-Event Evaluation and Reporting:** Providing a comprehensive post-event report within fourteen (14) calendar days after the event, which shall include:

- i. **Event Overview:** Summary of the hackathon, including key highlights and attendance figures.
- ii. **Participant Feedback:** Insights gathered from surveys and feedback forms.
- iii. **Challenges and Areas for Improvement:** Evaluation of operational challenges and recommendations for future events.
- iv. **Financial Summary:** Overview of expenses.
- v. **Impact and Success Metrics:** Assessment of event reach, engagement, and overall success in achieving objectives.

3. EXPECTED OUTPUT

PHASES	DESCRIPTION	EXPECTED OUTPUT
Stage 1 Pre-Event Planning	Identification of themes and challenges, logistics preparation, participant registration, and initial coordination with mentors, judges, and sponsors.	A fully developed pre-event plan, with clearly defined themes and challenges, confirmed logistics and venue setup, and initial commitments secured from mentors, judges, and sponsors to support the program's successful implementation.
Stage 2 Marketing and Promotions	Development and execution of promotional materials, online marketing campaigns, and media partnerships to attract attendees.	Increased awareness and engagement, demonstrated by a strong online presence, possible media coverage, and a high number of quality participant sign-ups and stakeholder interest generated through targeted marketing efforts and strategic promotional activities.
Stage 3 Event Execution	Facilitation of the actual hackathon event, including mentorship sessions, technical support, and on-site or virtual management. Evaluation of projects, final presentations, judging deliberation, and awarding of winners.	Successful execution of a well-organized hackathon, with active participation from all teams, effective mentorship and technical support, timely project evaluations, impactful final presentations, and the recognition of top-performing participants through a fair and transparent judging process.

Stage 4 Post-Event Evaluation and Reporting	Collection of feedback, financial reconciliation, and submission of a post-event report with insights and recommendations.	A comprehensive post-event report detailing key outcomes, participant and stakeholder feedback, a financial summary, and actionable recommendations, providing valuable insights for improving future programs and measuring overall impact.
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4. DURATION : The total duration of the project will be thirty-eight (38) calendar days as set out in Section 8 of this TOR.

5. QUALIFICATIONS

The provider should meet the following qualifications:

- Duly registered and authorized to organize events, such as hackathons, coding competitions, or similar events.
- Should have access to a network of developers, designers, entrepreneurs, mentors, and industry professionals to provide mentorship, judging, and support for participants.
- Must possess the capability to plan, coordinate, and execute a well-structured hackathon, including venue setup, event management, technical support, and participant engagement.
- Must have a team with strong expertise in marketing, branding, and public relations to effectively promote the event, attract participants, and engage with key stakeholders.

The engagement of the team (4 members) shall comprise highly qualified professionals with a wealth of experience and expertise in Project Management, Branding, Communications, Community Management, and Digitalization:

Individual Qualification:

Team Member	Minimum Qualifications	Purpose
One (1) Team Leader	<p>With BS or AB degree in the fields of Project Integration, Branding, Communications, Community Management, and Digitalization or other related fields relevant to the project</p> <p>With at least one (1) membership (of good standing) in a relevant organization</p> <p>With at least five (5) years of experience in related projects</p>	<p>To lead the team in all aspects of the project,</p> <p>To deliver the outputs required</p> <p>To present to the client</p> <p>To analyze with the group all the data gathered by the team, and put together the main report</p>

One (1) Program Leader	<p>With BS or AB degree in the fields of Project Integration, Branding, Communications, Community Management, and Digitalization or other related fields relevant to the project With at least one(1) membership (of good standing) in a relevant organization.</p> <p>With at least five(5) years of experience in related projects</p>	<p>To lead the team in all aspects of the program,</p> <p>To design the program required</p> <p>To present to client</p> <p>To coordinate the team to run the program</p>
Two (2) Program Expert/ Specialist	<p>With BS or AB degree in the fields of Project Integration, Branding, Communications, Community Management, and Digitalization or other related fields relevant to the project</p> <p>With at least one (1) year of experience in related projects</p>	<p>To help facilitate the program</p> <p>To support in coordinating suppliers and logistics</p>

The NDC requires submission of the following:

- a. Curriculum Vitae of the Consultant Company, including experience relevant to the project
- b. Curriculum Vitae of the members of the Consultant Team and Administrative Team of the Consultant Company
- c. Past Projects detailing relevant skills and experience to provide the services. Include the name of the activity, cost, duration, location, and description of services (one page per project)
- d. Draft a work plan on how the Consultant Company will accomplish the project. Include the scope, target deliveries, methodologies, financial expenses, material and human resources to be utilized (maximum of 3 pages).

6. EVALUATION PROCEDURE AND CRITERIA

The method of evaluation is Quality-Cost Based Selection (QCBS)

The evaluation criteria for the Technical and Financial Proposal are based on the following:

Technical Proposal (85%) – Minimum 60%
Financial Proposal (15%)

EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL PROPOSAL

Technical Proposal (85%) – Minimum 60%

Criteria	Max Score	Actual
Qualification of personnel to be assigned	55	
a. Experience in the area to be validated	28	
<ul style="list-style-type: none"> Overall Team Leader With at least 5 years With at least 3 years With at least 1 year 	10 7 5	
<ul style="list-style-type: none"> Program Leader With at least 5 years With at least 3 years 	8 5	
<ul style="list-style-type: none"> Technical Expert/Specialist (1) With at least 1 year 	5	
<ul style="list-style-type: none"> Technical Expert/Specialist (2) With at least 1 year 	5	
b. Education	27	
<ul style="list-style-type: none"> Overall Team Leader With BS/AB degree relevant to the job 	10	
<ul style="list-style-type: none"> Program Leader With BS/AB degree relevant to the job 	8	
<ul style="list-style-type: none"> Technical Expert/Specialist (1) With BS/AB degree relevant to the job 	5	
<ul style="list-style-type: none"> Technical Expert/Specialist (2) With BS/AB degree relevant to the job 	4	
Experience and Capability of the Consultant/ firm	30	
a. Similar projects conducted for a startup in/the Private Sector 8 projects and up 5-7 projects 3-4 projects	10 7 5	
b. Similar projects conducted for a startup in/the Government Sector 8 projects and up 5-7 projects 3-4 projects	10 7 5	

c. Years of relevant experience in designing programs and running them 5 years and more 3-4 years	10 6	
Submission of the work plan, timeline, and methodology in responding to the TOR	15	
TOTAL	100	

B. Financial Proposal (15%)

Using the formula: $Sf = 100 \times F1/F$

Where:

SF = Financial Score of the Financial Proposal under consideration

F1 = Price of the lowest financial proposal

F = Price of the financial proposal under consideration

7. FEES

Proposed rates should be inclusive of all government taxes and should not exceed the following amount:

PHASES	DESCRIPTION	DURATION	TOTAL
Stage 1 Pre-Event Planning	Identification of themes and challenges, logistics preparation, participant registration, and initial coordination with mentors, judges, and sponsors. Additionally, the plans will be presented to the Management Committee before proceeding to the next stage.	7 calendar days	Php 150,000.00
Stage 2 Marketing and Promotions	Development and execution of promotional materials, online marketing campaigns, and media partnerships to attract attendees.	14 calendar days	Php 100,000.00
Stage 3 Event Execution	Facilitation of the actual hackathon event, including mentorship sessions, technical support, and on-site or virtual management. Evaluation of projects, final presentations, judging deliberation, and awarding of winners.	3 calendar days	Php 200,000.00

Stage 4 Post-Event Evaluation and Reporting	Collection of feedback, financial reconciliation, and submission of a post-event report with insights and recommendations.	14 calendar days	Php 50,000.00
TOTAL CONTRACT PRICE (VAT Inclusive)		38 calendar days	Php 500,000.00

** The specified duration of the project may be subject to potential alterations or adjustments based on project progress and specific requirements.*

8. TECHNICAL REQUIREMENTS

- a. **Proven Track Record:** List of hackathons or similar events organized.
- b. **Organizational Credentials:** List of key personnel, including event managers, marketing teams, and technical coordinators, along with their relevant experience and expertise in organizing hackathons or similar events.
- c. **Event Proposal and Implementation Plan:** Detailed proposal outlining the event's objectives, timeline, logistical requirements, and execution strategy.

9. OTHER TERMS AND CONDITIONS

- a. The organizer shall be responsible for ensuring compliance with all permits, safety regulations, and industry standards required for hosting the event.
- b. Any changes to the event schedule, venue, or key logistics must be communicated to all stakeholders at least seven (7) calendar days before the event.
- c. In case of unforeseen circumstances (e.g., natural disasters, government restrictions, or force majeure), the organizer must propose an alternative plan or reschedule the event within a reasonable timeframe.
- d. Payment for event services shall be made in accordance with the schedule of payment outlined in Section 8 of this Terms of Reference document, as follows:
 - i. **Pre-Event Planning:** Php150,000.00
 - ii. **Marketing & Promotions:** Php100,000.00
 - iii. **Project Execution:** Php200,000.00
 - iv. **Reporting:** Php50,000.00

10. PERFORMANCE SECURITY

The Winning Bidder shall submit a Performance Security as required under Section 37.2.1 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184.

11. Approved Budget for this Contract – 500,000.00

B. Eligibility Requirements shall include the following:

1. Valid and current Mayor's Permit (certified true copy), for Individuals, BIR Certificate of Registration (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and in accordance with GPPB Circular 04-2020 dated September 16, 2020)
4. Professional License / Curriculum Vitae

SUBMISSION OF PROPOSAL AND REQUIRED DOCUMENTS: June 5, 2025

MODE OF PROCUREMENT: Small Value Procurement

Please submit your **proposal with the required documents** in a sealed envelope at the address stated below:

Name of Bidder:	BIDS AND AWARDS COMMITTEE National Development Company 7/F NDC Building, 116 Tordesillas St. Salcedo Village, Makati City Fax: 8840-4862 Attention: BAC Secretariat
Project Reference Number: MR25-05-061	

All prices should be inclusive of VAT and other applicable government taxes. Further, please indicate in the proposal the following:

1. Terms of Payment – Government Terms
2. Delivery Period – As stated in the TOR

(SIGNED)

AGM LEOPOLDO JOHN F. ACOT

Chairperson, Bids and Awards Committee