REQUEST FOR PROPOSAL

REFERENCE NO.: MR25-05-062

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

A. TERMS OF REFERENCE

1. **OBJECTIVE** : To establish a structured Residency Program that enables early-stage startups, creatives, and innovators to thrive within the Philippine Innovation Hub (iHub). This initiative is crucial to maximizing the iHub's function as a national center for inclusive innovation, working on meaningful, scalable solutions. Specifically, the program aims to: (1) provide residents with workspace, mentorship, and tailored support to develop and refine their products, services, or ventures; (2) foster a vibrant and collaborative innovation community where diverse experts can co-create, share knowledge, and form synergistic partnerships; (3) accelerate the commercialization and impact of Filipino-led innovations by connecting residents to funding, government support, and market access opportunities.

2. **SCOPE OF WORK**

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

   a. Event Planning and Logistics: Arranging necessary facilities, workspaces, and resources, coordinating with mentors, industry experts, and partners, and overseeing logistical needs for an efficient residency setup.

   b. Participant and Mentor Coordination: Identifying, inviting, and onboarding participants and mentors, matching participants with relevant mentors based on their expertise, and ensuring a diverse and high-quality learning experience.

   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. Residency Program Design and Delivery: Implementing structured mentorship sessions, training workshops, and networking opportunities. Organizing periodic milestone reviews and feedback sessions to track participant progress. Providing real-time support to ensure a seamless residency experience.

   e. Demo Day and Final Presentations: Facilitating the final project presentations to stakeholders, investors, and partners, managing the evaluation and judging process, and awarding standout participants based on performance and innovation.

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 residency program, including key highlights and attendance figures.
  ii. **Stakeholder 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 Program Planning and Preparation	Identification of residency themes, selection of participants, logistical arrangements, workspace setup, and initial coordination with mentors, partners, and stakeholders. • This stage involves defining program objectives, finalizing curriculum, securing mentors, and preparing logistical aspects such as workspace and resources.	A finalized residency framework with clearly defined objectives, a curated list of mentors, a completed curriculum, and all logistical and workspace requirements in place, ensuring the program is ready for smooth implementation.
Stage 2 Onboarding and Mentorship	Formal introduction of participants to the program, matching them with mentors, and conducting initial training sessions on project development, business strategies, and technical skills. • Selected startups are officially onboarded into the program, introduced to mentors, and provided an overview of the residency structure and expectations.	A successful onboarding of all participants, with each startup paired with a relevant mentor and an initial training session that sets clear expectations, equips participants with foundational knowledge on project development and business strategies, and establishes a collaborative environment for growth.

Stage 3 Project Execution	Participants work on their projects with continued mentorship, access to resources, and structured milestone reviews to track progress. • Startups work intensively on refining their prototypes, testing their business models, and preparing for market entry with ongoing mentorship and technical support.	The development of refined prototypes, validated business models, and actionable market insights, with startups making significant progress towards market readiness through continuous mentorship, resource access, and structured milestone evaluations.
Stage 4 Demo Day and Final Evaluation	Presentation of residency projects to stakeholders, investors, and partners. Judging, feedback collection, and awarding of standout participants. • Startups present their refined prototypes and business models to a panel of investors, mentors, and industry experts for feedback and potential funding opportunities.	The successful presentation of participant projects to a panel of investors, mentors, and industry experts, resulting in valuable feedback, potential investment or partnership opportunities, and the recognition of standout participants through awards.

4.   **DURATION**   :   The total duration of the project will be fifty-seven (57) calendar days as set out in Section 8 of this TOR. The residency program will run for **one month** with a structured weekly agenda covering product development, business strategy, mentorship, and investor readiness. The selected organization must prepare and execute the program within the agreed-upon timeline.

5. **QUALIFICATIONS**

The Startup Residency Organizer should meet the following qualifications:

a. Duly registered and authorized to organize events, such as residency initiatives or similar events

b. Should have access to a network of mentors, investors, industry experts, and academic institutions to provide participants with valuable resources, guidance, and potential funding opportunities.

c. Must have the capacity to design, implement, and manage a structured residency program, including providing workspace, technical support, mentorship sessions, and collaborative networking opportunities.

d. Should demonstrate the ability to ensure program continuity, foster long-term impact for participants, and align residency goals with broader innovation and economic development objectives.

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	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 With at least five(5) years of experience in related projects	To lead the team in all aspects of the project, To deliver the outputs required To present to client To analyze with the group all the data gathered by the team, and put together the main report
One (1) Program Leader	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 With at least five(5) years of experience in related projects	To lead the team in all aspects of the program, To design the program required To present to client To coordinate the team to run the program
Two (2) Program Expert/ Specialist	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) year of experience in related projects	To help facilitate the program To support in coordinating suppliers and logistics

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*	
● Overall Team Leader With at least 5 years With at least 3 years With at least 1 year	10 7 5	
● Program Leader With at least 5 years With at least 3 years	8 5	
● Technical Expert/Specialist (1) With at least 1 year	5	
● Technical Expert/Specialist (2) With at least 1 year	5	
b. Education	27	
● Overall Team Leader With BS/AB degree relevant to the job	10	
● Program Leader With BS/AB degree relevant to the job	8	

● Technical Expert/Specialist (1) With BS/AB degree relevant to the job	5	
● 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 Program Planning and Preparation	Identification of residency themes, selection of participants, logistical arrangements, workspace setup, and initial coordination with mentors, partners, and stakeholders. Additionally, the plans will be presented to the Management Committee before proceeding to the next stage. • This stage involves defining program objectives, finalizing curriculum, securing mentors, and preparing logistical aspects such as workspace and resources.	14 calendar days	Php 100,000.00
Stage 2 Onboarding and Mentorship	Formal introduction of participants to the program, matching them with mentors, and conducting initial training sessions on project development, business strategies, and technical skills. • Selected startups are officially onboarded into the program, introduced to mentors, and provided an overview of the residency structure and expectations.	7 calendar days	Php 100,000.00

PHASES	DESCRIPTION	DURATION	TOTAL
Stage 3 Project Execution	Participants work on their projects with continued mentorship, access to resources, and structured milestone reviews to track progress. • Startups work intensively on refining their prototypes, testing their business models, and preparing for market entry with ongoing mentorship and technical support.	21 calendar days	

Stage 4 Demo Day and Final Evaluation	Presentation of residency projects to stakeholders, investors, and partners. Judging, feedback collection, and awarding of standout participants. • Startups present their refined prototypes and business models to a panel of investors, mentors, and industry experts for feedback and potential funding opportunities.	1 calendar day	Php 150,000.00
Stage 5 Post-Event Evaluation and Reporting	Collection of feedback, financial reconciliation, and submission of a post-event report with insights and recommendations. • A comprehensive assessment of program effectiveness, participant progress, and key learnings is conducted. Reports and recommendations are compiled for future iterations.	14 calendar days	Php 50,000.00
TOTAL CONTRACT PRICE (VAT Inclusive)		**57 calendar days**	**Php 400,000.00**

* 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 residency programs 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 6 of this Terms of Reference document, as follows:

   i. **Planning & Preparation:** Php100,000.00,
   ii. **Onboarding & Mentorship:** Php100,000.00
   iii. **Project Execution:** Php150,000.00
   iv. **Demo Day & Final Evaluation**
   v. **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 – 400,000.00

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: MR25-05-062

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