



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



12 February 2025

**REQUEST FOR QUOTATION
(BAC-RFQ-2025-01)**

**Consultancy Services for Strategic Planning Activity
(Small Value Procurement)**

Sir/Madam:

The **Optical Media Board (OMB)**, through its Bids and Awards Committee (BAC), invites you to submit your quotation/offer for the project below using the **Price Proposal Form (see Annex "A")** subject to the terms and conditions stated in the RFQ and Terms of Reference (see Annex "B")

QTY	UOM	Description	Approved Budget for the Contract (ABC) in PhP
1	Lot	Consultancy Services for Strategic Planning Activity	Php 450,240.00

Interested bidders may submit their proposal, together with the following certified true copies of documents, duly signed by you or your duly authorized representative, not later than **17 February 2025; 12:00 PM.**

1. Mayor's/ Business Permit;
2. Curriculum Vitae of Lead Consultant;
3. PhilGEPS Platinum Membership Certificate;
4. Notarized Omnibus Sworn Statement (Annex C);
5. ISO 9001:2015 Standard Certification or any related other ISO standard/s; and
6. Proof of completion of similar activity with another government agency.

Bids may be submitted manually to BAC, with office address **#35 Scout Limbaga Ext, Diliman, Quezon City, Metro Manila**, or electronically through email at **ombbidsandawardscommittee@gmail.com**.

Award of contract shall begin to the lowest calculated and responsive bidder upon determination of your technical, legal, and financial eligibility, the BAC of the OMB shall undertake negotiation with your company based on the Technical Specifications for this project.

Should you have any clarifications, you may contact the BAC Secretariat through telephone nos. at 7799-6533 or through email at **ombbidsandawardscommittee@gmail.com**.

SIGNATURE REDACTED

ESPERANZA T. CORONEL
Chairperson, BAC



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



ANNEX "A"

PRICE PROPOSAL FORM

Date: _____

ESPERANZA T. CORONEL
Chairperson, Bids and Awards Committee
OPTICAL MEDIA BOARD
35 Scout Limbaga Ext, Diliman,
Quezon City, Metro Manila

Dear Chairperson Coronel:

Having examined the Request for Quotation for the Consultancy Services for Strategic Planning Activity which includes the terms of reference, the receipt of which is hereby duly acknowledged, the undersigned, offers to, in conformity with the said Request for Quotation for the sums stated hereunder:

QTY	UOM	Description/Specification	Compliance (Manifest your compliance by writing "COMPLY" in every item)	Total Bid Price in PhP
1	Lot	Consultancy Services for Strategic Planning Activity <i>(Please refer to Annex B)</i>		
		1. Technical Requirements/Specification		
		a. Scope of Work		
		b. Qualifications of Consulting Agency		
		c. Qualification of Lead Consultant		
		d. Contract Deliverables		
		2. Payment Schedule		

CONTRACT PERIOD: Three (3) Months

TOTAL BID PRICE IN WORDS:



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties, and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the OMB Technical Working Group may require us the submission of documents that will prove our legal, financial, and technical capability to undertake this project.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Date

Signature of Authorized Representative

Printed Name of Authorized Representative

Position

Name of Company

Address

Contact Number

Email Address



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



ANNEX "B"

TERMS OF REFERENCE
Consultancy Services for Strategic Planning

1. BACKGROUND

It has been three years since the Optical Media Board (OMB) laid out its vision, mission, and broad strategies that made up its Strategic Map 2018 – 2022. In between during this period, technology has been advancing and the proliferation of piracy shifted from optical discs to storage devices into the digital landscape.

Given that the optical media industry is constantly evolving due to technological advancements and market dynamics. The OMB needs to anticipate and adapt to these changes to ensure that the agency remains relevant to protecting intellectual property rights in the Philippines and effective in fighting piracy through its regulatory, enforcement, and quasi-judicial functions.

The need for effective planning has been felt by the organization of the OMB to address its existential relevance in the digital era and to determine its opportunities to expand its scope through measurable outcomes. Strategic planning aims to enhance the OMB's capacity to deliver its mandate and develop a plan to expand its mandate. The strategic planning will also raise awareness of shared understanding and commitment to the strategic vision and objectives of the OMB.

The purpose of this Terms of Reference is to engage with a consulting agency with expertise in organizational development and strategic planning to assist the OMB in developing an enhanced strategy map and strengthening the mechanisms for monitoring and evaluating results.

2. OBJECTIVES

The OMB aims to develop an enhanced three-year strategic direction that is consistent with the mandates of Republic Act (RA) No. 9239, also known as the Optical Media Act of 2003, and to create programs, activities, and projects that contribute to the Philippine Development Plan and National Intellectual Property Strategy with the following objectives:

- 2.1. Design an enhanced three-year strategic direction to address the OMB's existential relevance in the digital era and to determine its opportunities to expand its mandate to protect intellectual property rights and fight against piracy with measurable outcomes.
- 2.2. Review, realign, and/or redefine the industry and market opportunities, performance outcomes, and targets, as well as medium-term programs and projects of the organization;
- 2.3. Identify and prioritize the annual plans, activities, and projects (PAPs) of the organization for the current year and succeeding period; and
- 2.4. Establish shared responsibility and create commitment between top management and employees.



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



3. OUTCOMES

The expected outcomes of the Strategic Planning activity are as follows:

- 3.1. Summary of needs assessment of the OMB including consideration of situation analysis and identification of constraints and opportunities for growth and development;
- 3.2. Clear and forwarded-focused vision of the future incorporating the mandated and desired impact of the organization to the public, market, and industry;
- 3.3. A road map of the OMB from 2025 - 2027, that includes organizational outcomes, performance targets, and core strategies that will be adopted to achieve the mandate, mission, and vision;
- 3.4. Integrated annual projects, activities, and plans (PAPs) for 2025 – 2026 with budget allocation; and
- 3.5. Clear and time-bounded programs and projects to implement the core strategy as well as attain the organizational outcomes and performance targets including monitoring and evaluation consistent with the Civil Service Commission's Strategic Performance System.

4. SCOPE OF WORK

The scope of the Service Provider shall be the following:

- 4.1. Prepare and submit a comprehensive program design for the strategic planning, operational planning, and cascading workshops subject to the approval of the OMB management;
- 4.2. Present the program designs in the pre-consultation meeting with the Planning Unit and OMB Management;
- 4.3. Facilitates the strategic planning activity through a series of workshops;
- 4.4. Facilitates the operational planning workshop to develop Functional Group and Division Key Performance Indicators (KPIs) aligned with the current duties and responsibilities of each Division, as well as the identified action plans;
- 4.5. Conduct a workshop to cascade Targets and Objectives to the individual level and craft individual KPIs consistent with the Civil Service Commission's (CSC) Strategic Performance Management System (SPMS);
- 4.6. Assist in the facilitation of mid-year and year-end assessments of the agency.
- 4.7. Submits the final narrative report of this engagement.

5. OBLIGATIONS OF THE PROCURING ENTITY

- 5.1. The OMB shall provide the Service Provider with essential resources including supplies, equipment, venue, and others to effectively carry out their work provided that the consultant shall provide their specific requirements.
- 5.2. The OMB will be responsible for overseeing the Service Provider deliverables to ensure that the outcomes are achieved both on time and to the required quality standards.
- 5.3. The Planning Unit shall oversee the implementation of this activity and provide necessary documents and administrative support as needed by the Service Provider.



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



6. ACTIVITY, TIMELINE, EXPECTED OUTPUT

ACTIVITY	ACTION PLAN	OUTPUT
PRE-WORK/SESSION	<ul style="list-style-type: none"> • Submission and review of documents, conduct of focus group discussions, and interviews • Finalization of program design for activities. 	<p>Comprehensive Program Design for Strategic Planning, Operational Planning, and Cascading</p> <p>Orientation for Attendees</p>
STRATEGIC PLANNING	<ul style="list-style-type: none"> • Situation analysis of the internal and external environment • Identifying the strategies • Review OMB's Vision, Mission, and Core Values • Review Agency Performance Assessment • Define the Agency's Strategic Direction (consistent with its mandate, National Development Plan, and National Intellectual Strategy Map • Develop Agency's Balanced Scorecard 	<p>Identified Strategic Position</p> <p>Skeleton of the Strategy Map</p> <p>Results Framework</p> <p>Strategy Map</p> <p>Strategic Deliverables or Roadmaps</p> <p>Balanced Scorecard</p>
OPERATIONAL PLANNING	<ul style="list-style-type: none"> • Devise annual projects, activities, and plans (PAPs) for 2025 – 2026 whose results are evident after implementation and consistent with the Department of Budget and Management Program Expenditure Classification. • PAPs are specific, relevant, achievable, time-bound, and measurable metrics that align with the overall organizational goals and objectives. 	<p>2025-2026 Targets and Commitment</p> <p>Integrated annual projects, activities, and plans (PAPs) for 2025 – 2026 with budget allocation</p> <p>Risk Management</p> <p>Communication Plan</p>



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



CASCADING	<ul style="list-style-type: none"> • Ensure that organizational-level programs are clearly understood and translated into individual performance commitment in an actionable manner. • Assist in the development of a monitoring tool to evaluate performances consistent with CSC SPMS. 	Portfolio of Strategic Commitments
POST-PLANNING	<ul style="list-style-type: none"> • Review and refinement of the completed plan. 	Narrative Report

7. KEY QUALIFICATIONS OF CONSULTING AGENCY

7.1. Qualifications of Consulting Agency

- 7.1.1. At least 10 years in strategic planning, including facilitating, and guiding planning participants in each stage of the planning process, identifying the appropriate program, methodology, and approaches, and documenting, processing, analyzing, and summarizing discussions and results of planning workshops/discussions;
- 7.1.2. Preferably certified under ISO 9001:2015 Standard or any related other ISO standard/s;
- 7.1.3. Experience working with government agencies in the conduct of Strategic Planning;
- 7.1.4. Must be registered with PhilGEPS with Platinum Membership;
- 7.1.5. Understanding participatory approaches to management and employees; and
- 7.1.6. Must be able to provide mid-year and year-end assessments for the OMB for CY 2025.

7.2. Qualification of Lead Consultant

- 7.2.1. Postgraduate degree in Organizational Development, Management, Public Administration, Business Administration, or other related fields;
- 7.2.2. At least ten (10) years of experience in organizational development, strategic planning, leadership, management development, and change dynamics, preferably with government agencies, five (5) years of which in a managerial, supervisory, or lead capacity.
- 7.2.3. Has delivered training, lectures, or workshops focused on strategy planning, monitoring, and evaluation.

7.3. Procurement Requirements

- 7.3.1. Mayor's/ Business Permit;
- 7.3.2. Curriculum Vitae of Lead Consultant;
- 7.3.3. PhilGEPS Platinum Membership Certificate;
- 7.3.4. Notarized Omnibus Sworn Statement;



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



- 7.3.5. ISO 9001:2015 Standard Certification or any related other ISO standard/s; and
- 7.3.6. Proof of completion of similar activity with another government agency.

8. CONTRACT DELIVERABLES

PARTICULAR	INDICATIVE TIMEFRAME
Pre-work/session	
<ul style="list-style-type: none"> • Comprehensive Program Design for Strategic Planning, Operational Planning, and Cascading • Orientation for Attendees 	1 week after receipt of the Notice to Proceed
Strategic Planning	
<ul style="list-style-type: none"> • Reformulated Vision, Mission, and Values • Identified Strategic Position • Skeleton of the Strategy Map • Strategy Map • Balanced Scorecard 	2 weeks after the conduct of Strategic Planning
Operational Planning	
<ul style="list-style-type: none"> • Integrated annual projects, activities, and plans (PAPs) for 2025 – 2026 with budget allocation • Risk Management • Communication Plan 	2 weeks after the conduct of the Operational Planning
Cascading	
<ul style="list-style-type: none"> • Portfolio of Strategic Commitments 	1 week after the conduct of Cascading Activity
Post-Planning	
<ul style="list-style-type: none"> • Narrative Report 	2 weeks after completing the overall activities

9. DURATION

The selected Service Provider shall perform the services outlined herein for a period of three (3) months commencing upon receipt of the Notice to Proceed. The commencement date may be adjusted or revised as agreed upon by the OMB and the winning Service Provider.

10. COMPENSATION

The Service Provider shall be paid a total amount not exceeding **Four Hundred Fifty Thousand and Two Hundred Forty Pesos (PHP 450,240.00)**, inclusive of



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



applicable taxes, pursuant to existing Philippine Tax Laws. The cost of the necessary administrative expenses related to this Project shall be borne by the OMB, subject to existing budgeting, accounting, and auditing rules and regulations.

11. PAYMENT SCHEDULE

Payment shall be based on the submission of the following deliverables:

PARTICULAR	PAYMENT
Pre-work/session	10%
Strategic Planning	25%
Operational Planning	25%
Cascading	20%
Post-Planning	20%

12. CONFIDENTIALITY OF DATA

The Service Provider agrees to keep all information provided strictly confidential. Additionally, the Service Provider will not reproduce or disclose any confidential information to third parties without prior written consent from the OMB.

13. OWNERSHIP

The OMB will retain ownership rights to all outputs from the Strategic Planning Activities, including, but not limited to, documents and reports submitted by the consultant, as well as the exclusive right to publish the findings.

Omnibus Sworn Statement
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

Jurat

[Format shall be based on the latest Rules on Notarial Practice]