



SUPPLEMENTAL BID BULLETIN NO.22-002

This Supplemental Bid Bulletin is issued to amend the technical specifications in the Bidding Documents for the following procurement activities. Accordingly, this shall form an integral part of the said documents:

1. **Supply and Delivery of Equipment under LGIA Projects – Batch 2**
2. **Procurement of DOST-CAR Consultancy Services fo CY 2022**

Section	Particulars	Amendment/ Clarification
SECTION II INSTRUCTION TO BIDDERS	1. Schedule of the Opening of bids:	1. Schedule of Opening of Bids is rescheduled to: <ul style="list-style-type: none"> • February 28, 2022; 9:00am - Supply and Delivery of Equipment under LGIA Projects Batch 2 • February 28, 2022; 2:00pm - Procurement of DOST-CAR Consultancy Services for C)
	2. Requirements: TERMS OF REFERENCE FOR BENGUET	Please refer to the attached Terms of Reference for the Project, entitled "Consultancy for Agricultural Productivity Enhancement (CAPE) Program on Cacao in the Province of Benguet"

ANNEX II

TERMS OF REFERENCE

Project Title : **Consultancy for Agricultural Productivity Enhancement (CAPE) Program on Cacao in the Province of Benguet**

Proponent : **DOST-CAR**

Duration : **April 2022 – March 2023**

The project aims to provide consultancy services to CAPE beneficiaries. Accredited consultants are deployed to qualified agri and aqua enterprises to undertake productivity improvement studies.

I. Objectives

General: CAPE aims to institutionalize effective farm management strategies, including transfer, and commercialization of appropriate technologies, to improve agricultural and aquaculture productivity.

Specific:

1. Undertake productivity studies for qualified agri-based enterprises;
2. Expand the coverage of CAPE program assistance in terms of area and agricultural crops covered;
3. Improve the productivity of the beneficiary to at least 30% of the previous cropping cycle and increase the income of the farmers through CAPE interventions;
4. Increase employment opportunities through the livelihood generated by the increased production of the various commodities.

II. Scope

The consultancy will cover eight (8) cacao farm-clusters in Benguet particularly in the municipality of Sablan, Itogon, Tuba, Tublay, Kapangan, Bokod, Kabayan, Mankayan

Farm-Cluster	Municipality Covered	No of farms/cluster
Cluster 1	Bokod	2-3 cacao farmer/growers
Cluster 2	Itogon	2-3 cacao farmer/growers
Cluster 3	Kabayan	2-3 cacao farmer/growers
Cluster 4	Kapangan	2-3 cacao farmer/growers
Cluster 5	Mankayan	2-3 cacao farmer/growers
Cluster 6	Sablan	2-3 cacao farmer/growers
Cluster 7	Tuba	2-3 cacao farmer/growers
Cluster 8	Tublay	2-3 cacao farmer/growers

Actual number of cacao farmer/growers per cluster will be determine during the initial assessment of the consultant/s based on the production technical needs for the beneficiaries.

The productivity improvement concerns of the CAPE program for crops may cover the areas such as:

- Plantation Establishment
- Nursery Establishment and Management
- Production, Operations, Planning and Improvement
- Mechanization of Farm Operations
- Farm Management and Maintenance (short term & long term)
- Post -Harvest Technologies
- Financial Systems and Control
- Good Agricultural Practices (GAP)
- Farm Productivity Analysis
- Climatic Change Adaptation and Environmental Consideration
- Marketing and Linkage
- Farm Waste Management
- Others as may be determined by the consultants

However, the consultant/consultancy firm may focus but not limited to the on the following pre-identified technical needs of cacao farmer/growers in Benguet as follows:

- Farm management and maintenance particularly pest and diseases management, soil fertility assessment and requirement of cacao per farmer in every particular farm and among others as determine during the consultant's assessment;
- Post harvests technologies to include cacao fermentation process and required machineries;
- Production, operations, planning and improvement as well as innovations; and
- Climatic change adaptation and environmental consideration.

III. Expected Output

1. Farm Level Inception reports
2. Farm Level Progress reports
3. Farm Level Final reports
4. Technology Manual/Guide

IV. Contract Duration and Location

DURATION: The consultant/consultancy firm shall complete their consultancy services within a period of one (1) production cycle but not more than one year from MOA signing or issuance of notice to proceed. Any extension shall be subject to the approval of the DOST- CAR. Request for extension shall be done at least one (1) month before the contract expires. The reasons considered for extension will depend on circumstances such as but not limited to natural calamity, conflict of schedule among consultants, PSTD/PSTC staff and the beneficiaries.

LOCATION: The CAPE consultancy services will be conducted in province of Benguet particularly Bokod, Itogon, Kabayan, Kapangan, Mankayan, Sablan, Tuba, and Tublay.

V. Implementation of Consultancy Services

DOST Regional Office enters into a Memorandum of Agreement (MOA) with the consultancy firm. An individual commitment contract among the DOST Regional Office, consultancy firm and beneficiary shall also be entered.

A. ROLES

A.1. Consultant/Consultancy Firm shall:

- a. Assess, analyze and evaluate the current status of farm-beneficiaries and identify possible productivity improvement areas/concerns covered by the program.
- b. Present the identified possible productivity improvement areas to DOST-CAR and to farm beneficiaries for validation.
- c. Conduct the actual productivity consultancy services covering the identified/selected three (3) areas/concerns per farm under the program.
- d. Submit to DOST-CAR three (3) hard copies and one (1) Universal Serial Bus (USB) flash drive with saved soft copy of inception report to DOST CAR within two (2) months after the effectivity of signed Memorandum of Agreement (MOA). These would include at least three (3) identified possible productivity improvement areas which may include the following areas identified above.
- e. Submit to DOST-CAR three (3) hard copies and one (1) Universal Serial Bus (USB) flash drive with saved soft copy of the farm level progress report validated by DOST-CAR Regional Office and PSTC representatives and confirmed by the beneficiaries within six (6) – eight (8) months after the effectivity of signed Memorandum of Agreement (MOA). Recommendations will be discussed with the farms' management and wherever possible, implemented immediately.
- f. Submit to DOST CAR three (3) hard copies and one (1) Universal Serial Bus (USB) flash drive with saved soft copy of the farm level final report validated by DOST-CAR Regional Office and PSTC representatives and confirmed by the beneficiaries at the end of the consultancy documenting the assessment, analysis, evaluation and recommendations made.
- g. Submit to DOST CAR three (3) printed copies and one (1) Universal Serial Bus (USB) flash drive with saved soft copy of a technology manual upon completion of the project.
- h. Provide the necessary personnel with the required expertise without any employer-employee relationship established with DOST-CAR and farm-beneficiaries other than those provided for in the contract.
- i. Present the firm-level inception, progress and final reports to DOST-CAR regional office and PSTC representatives and firms for validation and confirmation, respectively.
- j. Provide one (1) hard copy each of the inception, progress and final reports to each farm beneficiary prior or during farm-level validation.
- k. Present results of the productivity consultancy to farms and DOST-CAR upon completion of the project.
- l. Keep all generated information and data relevant to the project for the interest of the beneficiaries.

A.2. DOST-CAR shall:

- a. Pay the consultancy fee to consultant/ consultancy firm to undertake a productivity consultancy services for farms in Benguet;

- b. In coordination with consultant/consultancy firm and beneficiaries monitor the progress of the productivity consultancy services;
- c. In coordination with consultant/consultancy firm conduct actual visits to the beneficiaries during the productivity service implementation;
- d. Validate the recommendations made by the consultant to beneficiaries during the productivity service implementation;
- e. Validate reports submitted by the consultant in coordination with beneficiaries; and
- f. Keep all generated information, data and reports relevant to the project for the interest of the beneficiaries.

B. PROCESS

1. After MOA signing, the consultancy firm/consultant shall conduct actual farm visit, assess, analyze and evaluate the current status of farm-beneficiaries and identify possible productivity improvement areas/concerns covered by the program. Select three (3) or more areas/concerns where potential for productivity improvement is great. e.g., *Farm management and maintenance particularly pest and diseases management, soil fertility assessment and requirement of cacao per farmer, production, operations, planning and improvement as well as innovations and post-harvest technologies/process/work methods.*
2. Prepare a Work Program of the selected which must contain its plan of action for the consultancy to be conducted for confirmation and approval by the farm-beneficiary and DOST CAR, respectively. In general, basic performance indicators shall be assessed/measured at the start of the consultancy.
3. The consultant/consultancy firm will then carry out in-depth studies in these areas and come up with recommendations for implementation.
4. As needed, the consultancy firm/consultant will tap services of experts in technologies relevant to the need of the farm-beneficiary.
5. The consultant/consultancy firm will complete the identified productivity improvement areas and its plan of action. They will evaluate the result of the interventions provided.
6. The consultant/consultancy firm must present results of the productivity consultancy to farm-beneficiary for confirmation and DOST-CAR for validation upon completion of the project.

C. REPORTS

1. Three (3) printed copies and one (1) Universal Serial Bus (USB) flash drive with saved soft copy of inception report validated by DOST-CAR and PSTC representatives, approved by DOST-CAR and confirmed by the beneficiary.
2. Three (3) printed copies and one (1) Universal Serial Bus (USB) flash drive with saved soft copy of the progress report validated by DOST-CAR and PSTC representatives, and confirmed by the beneficiary.
3. Three (3) printed copies and one (1) Universal Serial Bus (USB) flash drive with saved soft copy of the final reports validated by DOST-CAR and PSTC representatives, and confirmed by the beneficiary upon completion of the project.
4. Three (3) printed and three (3) CD copies of Technology Manual upon completion of the project.

D. CONTENT OF REPORTS

I. INCEPTION REPORT

1. Project title
2. Name of farm/Location
3. Contact person/Position
4. Mailing address/Tel./Fax no.
5. Total farm area
6. Area to be covered by CAPE
7. Products/hectare/cropping
8. Current technical problems
9. Potential technical interventions
10. Work plan - gantt chart of activities
11. Cost and return analysis before the assistance
12. Projected cost and return analysis after the assistance
13. Pictures taken before interventions

II. PROGRESS REPORT

1. Farm beneficiary/address
2. Background information of each farm
3. Technical problems encountered by farm beneficiary
4. CAPE interventions (to include training report, if applicable)
5. Accomplishments as against interventions
6. Comments/recommendations
7. Pictures taken during interventions

III. FINAL REPORT

1. Farm beneficiary/address
2. Background information of each farm
3. Technical problems encountered by farm beneficiary
4. CAPE interventions
5. Accomplishments as against interventions
6. Cost and return analyses before
7. Cost and return analyses after interventions (actual/projected)
8. Impact of CAPE interventions (income, production, volume, farm operation, etc.)
9. Comments/recommendations to ensure continuous adoption of yield increasing technologies
10. Pictures before and after interventions
11. Other supporting documents such as test/results/soil analyses, Gantt chart of activities, farm/fishpond layout/sketch, technology designs, etc.
12. Recommendations to improve the CAPE program

IV. TECHNOLOGY MANUAL

It provides simple and sustainable step-by-step technical inputs and techniques. It must also contain the details of introduced production technologies and innovations.

for guidance and information of all concerned.



ENGR. ANGEL L. MAGUEN
Chairperson, Bids and Awards Committee

