



REQUEST FOR EXPRESSION OF INTEREST

TRANSACTION ADVISORY SERVICES FOR THE PHILIPPINES DIGITAL NATIONAL IDENTITY PROJECT

I. Background

1. The Project Development and Monitoring Facility (“**PDMF**”) was established under Executive Order (EO) No. 8, s. 2010, as amended by EO No. 136, s. 2013. The Facility was intended to address the funding risks posed by the normal budgetary process to PPP projects in the Philippines. The PDMF was subsequently institutionalized in the country’s enabling laws under Section 26 of the Republic Act (RA) No. 11966, otherwise known as the “PPP Code of the Philippines”, and its Implementing Rules and Regulations (“IRR”).¹
2. The PDMF is a revolving fund managed and administered by the Public-Private Partnership Center of the Philippines (“**PPP Center or the Client**”). It supports the preparation, structuring, evaluation, procurement, probity management, financial close, and monitoring of the implementation of PPP projects. The PDMF is used mainly to engage Consultants for the following Services:
 - a. Project preparation (business case, Pre-FS and FS and assistance in securing the necessary government approvals for solicited projects, including conduct of third-party valuation of government assets;
 - b. Assistance in the evaluation and/or negotiation of unsolicited proposals, and evaluation/validation by the approving body of unsolicited proposals;
 - c. Assistance in the preparation of the tender documents and management of the bidding process;
 - d. Assistance in evaluating financial close documents;
 - e. Probity advisory;
 - f. Constitution and utilization of dispute resolution boards, as may be required under PPP contracts; and
 - g. Monitoring of project implementation.
3. At the request of the Government of the Philippines (GOP), the Asian Development Bank (“**ADB**”) provided loan financing (“**Loan No. 4577-PHI**”) to augment the PDMF to strengthen the enabling environment for public-private partnerships (PPPs) by way of policy and regulatory framework improvement and capacity building of the government institutions involved in PPPs, establish long-term financing and risk guarantee mechanisms, and help develop a robust pipeline of bankable PPP projects. The Client is the Executing Agency for Loan No. 4577-PHI.

II. Submission of Expressions of Interest (EOI)

4. The PPP Center is requesting Expression of Interests (EOIs) from eligible consulting firms from ADB member countries to provide Transaction Advisory Services for the Philippines Digital National Identity Project (hereinafter called “**Services**”). Detailed description of the Services is provided in the attached Terms of Reference (**Appendix 1**).

¹ Republic Act (RA) No. 11966, dated December 5, 2023, “An Act Providing for the Public-Private Partnership (PPP) Code of the Philippines”. Accessible through this link: <https://ppp.gov.ph/republic-act-no-11966/>.

5. Interested Consultants should register in the ADB's Consultant Management System (CMS) where the Consulting Services Recruitment Notice (CSRN) for this project can be found. In the CSRN, the consultants shall accomplish the EOI template (available at <http://www.adb.org/site/business-opportunities/operational-procurement/consulting/documents>) by providing the required information and submit to ADB CMS on or before **August 16, 2025 until 11:59PM, Philippine Standard Time**.

To supplement the EOI submission, the firms may also send EOIs and additional information/documents directly to the PPP Center by email at the address given below by the due date and time. In submitting EOIs directly to the PPP Center, firms shall use the standard EOI template in the CMS. Please note, however, that the EOI submission through the CMS shall prevail.

PUBLIC-PRIVATE PARTNERSHIP (PPP) CENTER

8th Floor, One Cyberpod Centris, Eton Centris

EDSA corner Quezon Avenue

1100 Quezon City

Philippines

Email: ocb-001@ppp.gov.ph

6. In accomplishing the EOI template, interested Consultants should provide information demonstrating that they have the required qualification and relevant experience to perform the Services. Consultants may associate with other firms to enhance their qualification but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected. The following should be provided in the EOI or as attachments to the EOI.

a. Organizational Information

- 1) Firm's profile (name, address of registered and country offices, telephone number, email address, name of principal point of contact, etc.)
- 2) Association profile (if association), including the details of the lead partner and all association members

b. Details of Similar Experience

- 1) Summary statement indicating the core competence/technical competence of the firm/association in undertaking similar assignments (please refer to the EOI template in providing this information).
- 2) List of similar assignments successfully completed in the last ten (10) years involving project preparation (preparation of business case, pre-FS, FS and support in securing government approvals) and transaction advisory services (preparation of tender documents, bid management both for solicited and unsolicited) for PPP projects. The project profile should indicate, among others, estimated cost of the project, achievement of financial close, duration of assignment, fees for the assignment, and description of services rendered, among others. Please refer to the EOI template in providing this information.
- 3) Experience with developing PPP projects in the Philippines and other geographical locations.
- 4) Any other details which will enable the PPP Center to appreciate the firm/association's relevant experience.

c. Nature of the Firm/Organization and Key Personnel

- 1) Firm's History (duration of being in the business and the track record in the field and/or region) with details of ISO certification and/or adherence to ethics code.
 - 2) A brief description of the organization of the firm/association and outline of their recent experience on projects of similar and related nature.
 - 3) Information regarding experts/personnel available with the firm (including access to pool of expertise) highlighting the key qualifications and details of similar experience in undertaking project preparation and transaction advisory services for PPP projects of each expert in tabular form.
7. The following documentary requirements should be attached to the duly-accomplished EOI:
- a. Proof of legal status and eligibility, as applicable
 - 1) Certificate of incorporation in an ADB member country. If JV, the lead firm and each JV members.
 - 2) Certificate of Incorporation of the Sub-Consultant/s
 - 3) Partnerships duly organized in an ADB member country
 - 4) Universities, institutions, public sector organizations, and nongovernment organizations that are not legally incorporated shall provide other documentation that establishes their legal capacity to enter into binding and enforceable contracts with the Client (such as charter, statute, etc.).
 - 5) Power of Attorney. No pre-set format/form. In the case of a JV, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members.
 - b. Joint Venture Agreement in case the joint venture is already in existence, or duly notarized statements from all the existing joint venture partners if not yet in existence, as applicable.
 - c. Letter of association if part of the Services will be sub-contracted
 - d. An Organization Chart indicating the relationship among the Consultant and any partner and/or subconsultant in order to deliver the required Services for this consulting assignment.
 - e. List of project references of similar and related nature. For each project, the outline should indicate inter alia, the following information:
 - 1) Project Title
 - 2) Project Cost
 - 3) Project Description
 - 4) Country / Region
 - 5) Start Date (mm/yy)/Completion Date (mm/yy)
 - 6) Continuous / Intermittent (indicate total man-months)
 - 7) Client
 - 8) Funding Source
 - 9) Composition of Consortium, if applicable (e.g., lead firm, joint venture or subconsultant)
 - 10) Description/Nature of Actual Services Rendered
 - 11) Approximate Value of engagement
 - 12) Number of staff provided by your firm/joint venture/association

- f. Curriculum Vitae (CV) of the proposed national key personnel for the Project as outlined in the TOR as follows:

- 1) Bid Manager/Team Leader
- 2) Legal Specialist
- 3) Project Finance Specialist
- 4) Information Technology (IT) Specialist

The CV of the proposed key personnel must demonstrate their experience in undertaking similar assignments, i.e., project preparation and transaction advisory services for PPP projects. The detailed qualification requirements is outlined in the attached TOR. Please use the prescribed CV template attached in **Appendix 2**.

- g. Firm's audited financial statements for the last three (3) years showing positive income and positive net worth and no qualified opinion by an independent auditor. If JV, each JV firm should submit this requirement.

III. EOI Evaluation Criteria

8. The Special Bids and Awards Committee (SBAC) of the PPP Center shall draw up the shortlist of consultants from those who submitted the EOIs on the prescribed deadline to ADB CMS, copied the PPP Center's dedicated email account as above-stated. The shortlist shall consist of consulting firms who are able to attain the minimum score of 70 points. Thereafter, the shortlisted Consultants will be invited to submit proposals. The shortlisting evaluation criteria and rating systems are:
- a. **Technical Competence (60 points).** The firm/association must demonstrate that they have previous experience undertaking similar assignments involving the provision of project preparation and transaction advisory services for large infrastructure projects on PPP basis in the last ten (10) years).
 - b. **Geographical Experience (20 points).** The firm/association must demonstrate experience in the Philippines or any geographical locations undertaking similar assignments involving the provision of project preparation and transaction advisory services for large infrastructure projects on PPP basis in the last ten (10) years); and
 - c. **Management Competence (20 points)** – must demonstrate that the firm has quality control and assurance system in place and project management coordination in undertaking similar consultancy services, including qualification and experience of key personnel involved in PPP project preparation and transaction advisory services). Further, the firm/ association must demonstrate that it has the financial capacity to undertake the assignments. For purposes of determining financial capability, the firm, through its Audited Financial Statements (AFS) duly certified by and independent auditor, must have positive net profit and net worth for the past three (3) years. as shown in its audited financial statements. The AFS must also have no qualified opinion.

IV. Minimum Qualification Requirements for the Firm/Association and Key Personnel

9. The minimum qualification requirements for the firm/association and key personnel is outlined in the TOR.
10. The Client reserves the right to reject any or all bids, annul the bidding process, or not

award the Contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, interested consultants may contact the following contact person during office hours (8:00 A.M. to 5:00 P.M.).

Point of Contact: **JANELLA B. SANTIAGO**
Head, SBAC Secretariat
8F One Cyberpod Centris, EDSA corner Quezon Avenue
Brgy. Pinyahan, Diliman, Quezon City
Telephone No.: 8749-4146 Local 3001
Email Address: ocb-001@ppp.gov.ph


MANUEL S. BANAYAD
SBAC Chairperson

Date of Advertisement: _____

REPUBLIC OF THE PHILIPPINES

**Department of Economy, Planning, and Development
Public-Private Partnership Center of the Philippines**

**Terms of Reference
for the
Transaction Advisory Services for the
Philippines Digital National Identity Project**

Philippine Statistics Authority

ADB Loan Number 4577-PHI

July 2025

ABBREVIATIONS

ADB	Asian Development Bank
AB	Approving Bodies
CA	Concession Agreement
COA	Commission on Audit
CCS	Contract for Consultant's Services
DEPDev	Department of Economy, Planning, and Development
DOF	Department of Finance
DOJ	Department of Justice
EO	Executive Order
FS	Feasibility Study
GOP	Government of the Republic of the Philippines
IA	Implementing Agency
ICC	Investment Coordination Committee
IC/IE	Independent Consultant/Independent Engineer
ICP	Invitation for Comparative Proposals
IRR	Implementing Rules and Regulations
ITB	Instructions to Bidders
JV	Joint Venture
KPI	Key Performance Indicator
MPSS	Minimum Performance Standards and Specifications
NOA	Notice of Award
NTP	Notice to Proceed
OP	Original Proponent
OPS	Original Proponent Status
OSG	Office of the Solicitor General
PBAC	Prequalification, Bids, and Awards Committee
PC	Project Committee
PDMF	Project Development and Monitoring Facility
PFS	Pre-Feasibility Study
PHILSYS	Philippine Identification System
PSA	Philippine Statistics Authority
PPP	Public-Private Partnership
PTC	Parameters, Terms, and Conditions
RA	Republic Act
RTM	Right to Match
SBAC	Special Bids and Awards Committee
TAA	Technical Assistance Agreement
TOR	Terms of Reference
TWG	Technical Working Group
UPSSC	Unisys Public Sector Services Corporation
USP	Unsolicited Proposal
VDR	Virtual Data Room

I. INTRODUCTION

1. The Project Development and Monitoring Facility (PDMF) was established under Executive Order (EO) No. 8, s. 2010,¹ as amended by EO No. 136, s. 2013.² The Facility was intended to address the funding risks posed by the normal budgetary process to PPP projects in the Philippines. The PDMF was subsequently institutionalized in the country's enabling laws under Section 26 of the Republic Act (RA) No. 11966, otherwise known as the "PPP Code of the Philippines", and its Implementing Rules and Regulations (IRR).³
2. The PDMF is a revolving fund managed and administered by the Public-Private Partnership Center of the Philippines (PPP Center). Implementing Agencies (IAs)⁴ availing of the service are required to pay back varying portions of the cost disbursed by the facility in accordance with the progress of the support being funded by the PDMF. It supports the preparation, structuring, evaluation, procurement, probity management, financial close, and monitoring of the implementation of PPP projects. Examples of specific activities funded through the PDMF include, but are not limited to:
 - a. Project preparation (business case, Pre-FS and FS and assistance in securing the necessary government approvals for solicited projects, including conduct of third-party valuation of government assets;
 - b. Assistance in the evaluation and/or negotiation of unsolicited proposals, and evaluation/validation by the approving body of unsolicited proposals;
 - c. Assistance in the preparation of the tender documents and management of the bidding process;
 - d. Assistance in evaluating financial close documents;
 - e. Probity advisory;
 - f. Constitution and utilization of dispute resolution boards, as may be required under PPP contracts; and
 - g. Monitoring of project implementation.
3. At the request of the Government of the Philippines (GOP), the Asian Development Bank ("ADB") provided loan financing ("**Loan No. 4577-PHI**") to augment the PDMF to strengthen the enabling environment for public-private partnerships (PPPs) by way of policy and regulatory framework improvement and capacity building of the government institutions involved in PPPs, establish long-term financing and risk guarantee mechanisms, and help develop a robust pipeline of bankable PPP projects.
4. The Philippine Statistics Authority ("**PSA**") applied and granted PDMF support for the Transaction Advisory Services for the Philippine Digital National Identity ("**PDNI**") Project ("**Project**"). A Technical Assistance Agreement ("TAA") and Amended TAA between the PPP Center and the PSA was executed on May 8, 2025, which became effective on May 23,

¹ EO. No. 8, s. 2010, dated September 9, 2010, "Reorganizing and Renaming the Build-Operate and Transfer (BOT) Center to the PPP Center of the Philippines and transferring its attachment from the Department of Trade and Industry to the National Economic and Development Authority and for Other Purposes". Accessible through this link: <https://ppp.gov.ph/wp-content/uploads/2011/04/ExecutiveOrderNo8.pdf>.

² EO. No. 136, s. 2013, dated May 28, 2013, "Amending Certain Sections of EO No. 8 (S. 2010) which reorganized and renamed the Build-Operate and Transfer (BOT) Center to the PPP Center of the Philippines and transferring its attachment from the Department of Trade and Industry to the National Economic and Development Authority and for Other Purposes". Accessible through this link: <https://ppp.gov.ph/wp-content/uploads/2015/01/Executive-Order-136.pdf>.

³ Republic Act (RA) No. 11966, dated December 5, 2023, "An Act Providing for the Public-Private Partnership (PPP) Code of the Philippines". Accessible through this link: <https://ppp.gov.ph/republic-act-no-11966/>.

⁴ Implementing Agency (IA) refers to any department, bureau, office, commission, authority or agency of the national government, including government-owned or -controlled corporations, government financial institutions, and state universities and colleges, and local government units authorized by law or their respective charters to contract for or undertake infrastructure or development projects

2025.⁵

5. The PPP Center intends to apply a portion of the proceeds of the Loan to engage a Consultant to provide Transaction Advisory Services for the Project. In accordance with the ADB Procurement Policy 2017 (Policy) and Procurement Regulations for ADB Borrowers 2017 (as amended from time to time) (Procurement Regulations), the PPP Center shall sign a Contract for Consultant's Services (CCS) with the selected Consultant with the *conforme* of the PSA. The Consultant is expected to work closely with the PPP Center, the PSA, and other government agencies as may be required during the assignment. The PPP Center and the PSA shall oversee the progress of the Consultant based on clear project deliverables.

II. DESCRIPTION AND SCOPE OF THE PROJECT

6. Republic Act (RA) 11055, entitled "*An Act Establishing the Philippine Identification System*,"⁶ was enacted into law in August 2018, establishing the Philippine Identification System (PhilSys) as a foundational identification system for all citizens and resident aliens of the Philippines.⁷ The objectives of RA 11055 are as follows:
 - a. promote seamless delivery of service;
 - b. improve the efficiency, transparency, and targeted delivery of public and social services;
 - c. enhance administrative governance;
 - d. reduce corruption and curtail bureaucratic red tape;
 - e. avert fraudulent transactions and misinterpretations;
 - f. strengthen financial inclusion; and,
 - g. promote ease of doing business.
7. The PhilSys is envisioned to be a platform that is fostered on inclusive and flexible registration processes and requirements, and a robust – unique, secure, and accurate-identity registry that meets the authentication needs of the broadest possible range of relying parties, across government and private sector, covering both face-to-face and online transactions without compromising data protection, privacy and cybersecurity. This System will be the catalyst in the transformation of mechanisms for access and delivery of services in the public and private sectors, providing a significant boost to the country's inclusive growth.
8. In September 2020, PSA and the Joint Venture (JV) of Madras Security Printers Private Limited⁸ and Mega Data Corporation,⁹ entered into a *Contract for Consultancy Services as Systems Integrator for the Supply, Delivery, Installation, and Maintenance of the PhilSys*. To date, the Systems Integrator was able to deliver the required applications and hardware, namely, Pre-Registration and Registration Processor, Registration Client, Uploading of Registration Packets, Manual Verification System, Identity and Access Management System, Identity Management System and its integration with Automated Biometric Identification Systems (ABIS), PhilSys Number (PSN) Generation and Tokenization Management System, Short Message Service (SMS) and Email Solution,

⁵ Original TAA was signed on December 1, 2023. The TAA was subsequently amended through the amendment letter signed by the parties on May 8, 2025 and became effective on May 23, 2025.

⁶ Also known as the Philippine Identification System Act

⁷ In October 2018, the Implementing Rules and Regulations (IRR) of RA 11055 took effect wherein it is provided that funding required for the implementation of the PhilSys Act shall be included in the General Appropriations Act (GAA). With reference to PSA's letter, dated May 5, 2023, the total project cost of the PhilSys is PhP 29,590,964,000.00.

⁸ A corporation incorporated under the laws of India

⁹ A corporation incorporated under the laws of Philippines

Card Personalization and Management System (CPMS)/Card Management System, Central Workflow Engine for core and incremental integrations, Record History (registration until PhilID card issuance, and authentication), Authentication Solution, Use Case 1 (for integration of the Civil Registry System authentication), Partner Management Modules, Primary and Secondary Data Centers, and Disaster Recovery Site. Other systems/modules are still for completion including PhilSys Web Portal and Resident Services (for core and authentication modules), Network Operations Center, Security Operations Center, Mobile Application, Complete Call Center and Customer Relationship Management, Business Intelligence and Data Analytics System, Dashboards, Fraud Detection and Management System, Enterprise Management System, Payment Gateway/Payment and Billing Solution, and PhilSys Data interoperability Service, among others. While these applications and hardware were delivered, there is a need for a partner to handle various functions for operation and management of the National ID system including the registration operations, technical onboarding of relying parties, development of systems, and management of future use cases.¹⁰

9. As of April 4, 2025, a total of 93,105,351 Filipinos have completed their registration in the PhilSys (97.8% of the 95.22 million target registration for 2025) and a total of 54,910,451¹¹ PhilID cards were delivered through the Philippine Postal Corporation (PHLPost) and through PSA-initiated delivery.¹²
10. On December 10, 2024, PPP Center received an unsolicited proposal (USP) for from Unisys Public Sector Services Corporation (“Proponent”) requesting for Determination of Completeness of Unsolicited Proposal of Financing, Upgrade, Design and Development, Operation, and Maintenance of the Information Technology Infrastructure of the Philippine National Identification System (“Philippines Digital National Identity”, also the “Project”).
11. On December 20, 2024, the PPP Center found the submission as complete and endorsed the USP to the PSA as the proposed implementing agency for the Project. On January 2, 2025, PSA informed the Proponent of its acceptance of the unsolicited proposal and its decision to proceed with Detailed Evaluation.
12. The PSA, with assistance from the PPP Center, conducted the detailed evaluation of the USP and PSA formally accepted the USP. The negotiation between PSA and the Proponent commenced on April 7, 2025 and the following are the subsequent activities that will be undertaken under Republic Act No. 11966 also known as the PPP Code of the Philippines and its IRR:

Activity	Indicative Date ^(a)
Evaluation Phase	
Submission of USP to PPC	December 10, 2024
Endorsement of USP to LGU	December 20, 2024
Confirmation to Proceed with Detailed Evaluation	January 2, 2025

¹⁰ The PhilID can be used by citizens and resident aliens in the Philippines as a valid proof of identity for public and private transactions. Said ID can be used for the application for social and welfare benefits, such as those offered by Government Service Insurance System (GSIS), Social Security System (SSS), Philippine Health Insurance (PhilHealth), Home Development Mutual Funds (HDMF), and other government agencies. It may also serve as a valid ID for passport and driver’s licenses applications, tax-related transactions, as well as proof of identify for admission to any government hospital, health center, and other related institutions. For private transactions, PhilID can be used for bank transactions e.g., opening of bank accounts, [Source: Philippine Identification System. Philippine Statistics Authority. Retrieved from: <https://philsys.gov.ph/use-cases/>]

¹¹ As of April 4, 2025, 47,404,143 National ID in paper form (printed ePhilIDs) were already issued/delivered to the registrants.

¹² Per PSA’s letter, dated April 7, 2023, to the Presidential Management Staff (PMS).

Activity	Indicative Date^(a)
End of Detailed Evaluation Period	April 2, 2025
Issuance on Acceptance of USP and Proceed with Negotiation	April 7, 2025
Negotiation Phase	
Commencement of Negotiation/ Negotiation Kick-Off Meeting	April 25, 2025
Negotiation Proper	September 22, 2025
Submission of Negotiation Report to Head of IA	September 29, 2025
Issuance of Certification of Successful Negotiation and Grant of Original Proponent Status (OPS)	October 4, 2025
Transmittal of Certification of Successful Negotiation and Grant of Original Proponent Status (OPS) to the Proponent	October 7, 2025
Preparation and submission of complete documents to the Investment Coordination Committee, copy furnish PPPC	October 22, 2025
Approval Phase	
Implementing Agency submission of complete proposal to the ICC/NEDA Board	October 22, 2025
PPP Evaluating Units Assessment of Completeness of the IA Submission	October 29, 2025
Evaluation of the Project by the PPP Evaluating Units, and Preparation and Submission of the PPP Project Evaluation Report	December 22, 2025
ICC Process	February 4, 2026
NEDA Board Process	February 19, 2026
Comparative Challenge Phase	
Publication of Invitation for Comparative Proposals	February 26, 2026
Preparation and Issuance of Tender Documents	March 18, 2026
Comparative Challenge Period	June 16, 2026
Evaluation of Comparative Proposals	July 31, 2026
Right to Match	August 31, 2026
Publication of Notice to Award	September 24, 2025
Execution of PPP Contract	October 26, 2026

(a) The indicative date is based on projections using the prescribed timeframes pursuant to the stipulations set forth in the IRR of the PPP Code as provided by the PPP Center - Project Development Service on April 25, 2025.

The negotiation with the USP private proponent is ongoing. Depending on the developments for the procurement of the Project Preparation and Transaction Advisory Services, the winning Consultant is expected to be onboarded during the approval stage.

13. The Philippines Digital National Identity Project involves the financing, upgrade, design and development, and operation and maintenance of the existing information technology infrastructure of National ID that is already owned by the PSA, designed to collect, store, maintain, manage and verify identity information of qualified individuals who deal with government agencies and other public and private persons or entities, required to be administered under the National ID.
14. The current identification system requires multiple interface points across various government agencies and associated non-profit organizations. Access to government and social benefits is available only if at least one agency-specific identification card or other accredited alternate documents are provided to prove identity. The Philippine Identification System Act (Republic Act No. 11055) sought to change this by requiring a single ID, the PhilID, to serve as the official government-issued identification document of cardholders in

dealing with all national government agencies, local government units (LGUs), government- owned or -controlled corporations (GOCCs), government financial institutions (GFIs), and all private sector entities.

15. The proposed Project will effectively, easily, and seamlessly capture the identity information and biometrics of Private Persons and provide authentication of identity through multimodal authentication through a secure infrastructure. The implementation of the Project is expected to provide easily accessible, verifiable identity systems and mechanisms that would support the government's developmental goals, as well as goals of private sector entities such as licensed banks to expand the reach of banking and financial services to the largely unbanked population of the Philippines. Identification systems can offer means to fast-track economic and social development. ID systems can assist various stakeholders in making service delivery more efficient.

16. The following table presents a brief overview of the Project. Additional details on the USP is provided in **Appendix 1-A**:

Project Name	Financing, Upgrade, Design and Development, Operation, and Maintenance of the Information Technology Infrastructure of the Philippine National Identification System (“Philippines Digital National Identity” also the “Project”)
Project Location/ Alignment	Various locations/ regions nationwide: <ul style="list-style-type: none"> • fixed and institutional registration centers • mobile registration center locales¹³ • Central data and call center
Implementing Agency (IA)	Philippine Statistics Authority (PSA)
Private Proponent	Unisys Public Sector Services Corporation
Legal Framework	RA 11996 (PPP Code of the Philippines) and its IRR
Contractual Arrangement	Built-Transfer-Operate
Project Scope	<p>The Project will cover the financing, upgrade, further development, modification, and refresh the Information Technology (IT) System to make the system capable of Registration of Identity Information of Qualified Individuals, Authentication of Identity Information of Users, and e-KYC of Identity Information of Users. The IT System consists of:</p> <ul style="list-style-type: none"> a. IT System hardware (which includes servers, computers, monitors, printers, scanners, cabling, networking equipment, data storage, security and other installations, devices and facilities required to operate the IT System); b. operating systems software, middleware, and any other non-application software (including virus detection, intrusion detection, and data loss prevention software); c. third-party licensed software (which includes open- source software); d. configurations of and customizations to third-party licensed software and interfaces required to meet the requirements for relevant applications; and

¹³ Refer to Appendix D of the FS Annex A, pp. 201-205

	<p>e. all operating as separate elements in accordance with, among other things, the functional and non- functional requirements of the Grantor.¹⁴</p> <p>The Project also involves the fit-out of the Registration Centers, the operation of a Contact Center that incorporates service desk services, and the provision of a Disaster Recovery Facility:</p> <p>a. Registration Centers means the Permanent Registration Centers and Mobile Registration Centers where the Concessionaire will perform the Registration of Qualified Individuals.</p> <p>b. Contact Center is a centralized service responsible for managing interactions across multiple communication channels, which may include phone, email, chat, and social media with citizens, relying parties and trusted service providers, which primary</p>
Project Cost	The estimated project cost is Php 1.28 billion .
Concession Period	The contract period for the project shall be 15.5 years (including 0.5 years transition/development period).
Proposed Government Contributions / Undertakings, as applicable	<p>The government obligations include the following:</p> <p>a. Provide data assets which are comprised of the demographic and biometric data collected by the PSA from individuals. The implementing agency will also provide other assets comprised of equipment and software used in the collection and processing of the PSA-PhilSys data.¹⁵</p> <p>b. Allow access to and usage of the main components of the Philsys that were procured under separate vendor contracts (or successor contracts);</p> <p>c. Pay annually the Availability Payment Fee in accordance with Section I (<i>AP – Availability Payment Fees</i>) of Schedule 7 (<i>Fees</i>) of the <i>PPP Contract</i>, starting on the Initial Fee Payment Date and every Fee Payment Date thereafter.</p> <p>d. Enter into a Memorandum of Agreement with the Relevant Government Agencies (the “Memorandum of Agreement”) which shall provide for the following:¹⁶</p> <ul style="list-style-type: none"> - commitment from the Relevant Government Agency to enter into a service agreement with the Concessionaire for the Services; - commitment to finalize the incorporation and integration in their respective processes, databases, identification systems and services, the PSN and PhilID of Users, as well as other components and features of PhilSys within one (1) year from Commencement Date; - commitment to submit and implement the Integration Plan; - commitment to ensure that its information technology personnel shall attend trainings to be conducted by the Concessionaire following the Commencement Date; - allowing access to information, assets, documents to the

¹⁴ Per Completeness Check Form 1

¹⁵ (From CC Form 1) Includes registration kits, laptops, and other equipment directly related to the collection and registration of data. Software is comprised of the ABIS and System Integration software used exclusively for PhilSys.

¹⁶ Sec. 16.2.4 of the PPP Contract.

	<p>Concessionaire for due diligence for purposes of integration at any time upon the Signing Date;</p> <ul style="list-style-type: none"> - compliance with Data Privacy Laws and other Legal Requirements; - Grantor shall do all things necessary or desirable to procure the compliance of each Relevant Government Agency with PhilSys Legal Requirements; - Grantor shall take reasonable steps to ensure that Bangko Sentral ng Pilipinas (BSP) and all regulatory bodies use, and require their regulated entities, including financial institutions and private entities, to use PhilSys to verify identity of Private Persons and incorporate the use of the PhilSys in their systems, in accordance with Legal Requirements.
Potential Repayment Scheme	<p>The Proponent may be repaid through the following:</p> <ul style="list-style-type: none"> a. Availability payments b. Fees collected from private users <ul style="list-style-type: none"> - Re-issuance of cards - Online Pre-enrollment - VIP Express - Personal ID c. Fees collected from private use cases <ul style="list-style-type: none"> - Authentication fees - e-KYC - Technical Onboarding - Offline authentication - Trusted Service Providers fees

17. Provided below are the proposed system components:

Primary Component	Purpose
Transition from PSA	<p>This component of our solution is responsible for the effective and efficient transfer of support from PSA to Unisys. During the transition period we will</p> <ul style="list-style-type: none"> • Establish governance framework • Undertake an extensive knowledge transfer to enable the support of the current state environment • Finalize locations of Registration Centers with PSA • Restructure PSA supplier contracts to allow us to provide support services to PSA • Recruit required staff to support the technical environment as well as the Registration Operations. • Establish contact center to support Trusted Service Providers, Relying Parties, and National ID applicants • Establish distributed printing capability at all fixed and mobile Registration Centers.
Core Identity Management Service	<p>This component is responsible for the ongoing secure operation and management of the core Identity platform, including the peripheral supporting services, including portals, Idemia based ABIS, Registration Client etc. This service component includes supporting periodic upgrades of the platform, implementing and managing changes to the system, managing technology obsolescence, optimizing and tuning the environment, resolving defects etc</p>

Modernization of Environment	<p>This component is focused on two specific areas:</p> <p>Stabilization</p> <ul style="list-style-type: none"> • Introduce enterprise grade ITIL service management processes and tools • Standardize system monitoring and management tools and processes • Introduce DevSecOps processes and tools <p>Modernization</p> <ul style="list-style-type: none"> • Development of Personal ID and Offline Authentication • Migration of selected non-production components to AWS Public cloud, in conjunction with refreshing residual on-premise infrastructure • Enhancing security posture
Operation of Registration Centers and Card Printing	<p>This component of the service provides the initial engagement point for citizens and resident aliens. The registration operations service is responsible for establishing and managing permanent and mobile registration centers to support the ongoing registration requirements for newborns, 5–15-year-olds, and 15-year-olds, plus ad hoc biometric updates for situations where a refresh of biometrics is required for an individual. The service does not contemplate a periodic refresh of biometrics for all national ID holders and is sized to support the prescribed capturing of demographic, and biometrics as applicable at ~0, ~5, and ~15yrs.</p> <p>For citizens who are newly registering or updating biometrics, once the deduplication process has been completed, and the uniqueness of the individual has been confirmed by the biometric matching system, the details of the card, and the associated letter will be produced at the center (fixed or mobile) where the registration/update occurred. Typically, this is expected to occur within 10 minutes of completing the registration/update activities. In the case of registrations via an IRC, an ePhilID can be produced once the PhilSys system has confirmed the successful registration/update of the citizen, again within approximately 10 minutes. The final ID card will be produced at the FRC associated with the IRC. Within 7-days of the registration being completed, the IRC will revisit the location and distribute the ID cards to the citizens.</p> <p>If additional checks are required before the successful registration can be finalised, the citizen will be given the option to either return at a later date to collect the card, or alternatively the card can be couriered to the citizen. We expect approximately 5% of cards to be couriered.</p>
Contact Center	<p>The contact center will log feedback and grievance calls which will be assigned to PSA' team for resolution. The contact center will also handle information requests, and support relying parties having technical difficulties.</p>
Infrastructure Support	<p>This component provides the ongoing management of all storage, compute, networking, security, and endpoints (registration kits). This includes routine patching, security monitoring, software upgrades (including OS), HW refreshes.</p>

Operational Support Services	A critical component of the solution is the wrap around operation support services. This component provides the underlying ITIL support processes, ITSM tooling, monitoring and management frameworks including AIOps capabilities, event management, incident management and escalation.
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III. OBJECTIVES AND EXPECTED OUTPUT OF THE CONSULTING ASSIGNMENT

14. The main objectives of the transaction advisory services is to ensure the successful tender of the Project.

IV. DURATION AND LOCATION OF THE PROJECT

15. The assignment shall be undertaken nationwide.
16. Considering that many activities will be undertaken concurrently, it is estimated that the abovementioned services would require a period of about **445 calendar days** from the date of commencement of the services reckoned from the issuance of the Notice to Proceed (NTP). The detailed work plan submitted as part of the technical proposal for this assignment shall be discussed and agreed with the PPP Center and the PSA before signing the consulting contract.

V. SERVICES TO BE PERFORMED BY THE CONSULTANT

17. The scope of work to be performed by the Consultant is divided into two (2) tasks/sub-tasks where each task represents combined requirements of the project to attain the assignment objectives:
- a. Phase I: Assistance in Securing All Required Government Approvals
 - b. Phase II: Preparation of Tender Documents¹⁷ and Assistance during the PPP Bidding Process; and,
 - c. Phase III: Post-PPP Contract Signing Assistance and Advisory for the Project
18. Specific tasks and activities at each phase are as follows:

PHASE I: ASSISTANCE IN SECURING ALL REQUIRED GOVERNMENT APPROVALS

Task 1. Due Diligence Review

- a. Review the submitted documents by the Proponent, the completeness of the detailed evaluation of the USP and results of negotiation with the OP in line with its assistance in securing required government approvals.
- b. Review and finalize the project implementation schedule which will define and set timelines of the major phases of project work, to fulfill the desired objectives and achieve the expected deliverables from the time of award to completion. The project implementation schedule should include the deliverables being set, major activities for each deliverable, and key milestone, among others.

The Consultant shall prepare and submit its due diligence/review findings as part of its submission of the first Monthly Progress Report.

The winning Consultant is expected to be onboarded during the approval stage. Should

¹⁷ Finalization of tender documents (i.e., Concession Agreement) provided by the Proponent

the onboarding of the winning Consultant become effective at the time the ICC approval documents were already submitted, Task 1 will be removed from the deliverables of the Consultant as well as the corresponding deliverables. Accordingly, there will be corresponding removal of Milestone Payment No. 1 as a consequence of removal of Task 1.

Task 2. Approval of Approving Bodies (AB)

- a. Prepare all documents required to be submitted,¹⁸ as necessary, to the Investment Coordination Committee - Technical Board (ICC-TB), ICC - Cabinet Committee (ICC-CC) and NEDA Board, and other government agencies or bodies, in the required file format and quantities. The documents shall have a minimum of four (4) sets of both electronic and hard copies, additional copies will be requested as the need arises, and shall include the following but not limited to:
 - (i) Prepare/provide inputs to Agency Project Evaluation Report (APER) and Value for Money (VfM) model for PPP or similar documents;
 - (ii) Inputs to Parameters, Terms, and Conditions (PTC) Forms, Private Proponent Information and Qualification Form (PPQIF), and the Draft Contract or its equivalent, whichever is required by the ICC during the time of submission.

The Consultant should note that at the time of its commencement of services, the approval process for the Project has already commenced and the preparation and submission of the ICC approval documents could have been performed by the PSA and the PPP Center. If this is the case, this task/deliverable will be removed from the Consultant. Consequently, the corresponding milestone payment for this task/deliverable will also be removed.

- b. Update and finalize the documentary requirements as necessary over the course of securing the ICC/NEDA Board approval.
- c. Assist PSA to address all issues and concerns until the approval is accorded by the ICC and the NEDA Board¹⁹, including a pre-presentation briefing/meeting with PSA, PPP Center, and other concerned parties²⁰.
 - (i) Attend the pre-ICC/NEDA Board presentation briefings/meetings with the PSA, PPP Center, and other concerned parties.²¹

¹⁸ Pursuant to Section 53 of the PPP Code IRR, a project shall be deemed complete for purposes of review by the appropriate Approving Body when the Implementing Agency has submitted a complete set of documents, in form and in substance, in accordance with the approval guidelines to be issued by the ICC, which shall include, but not limited to: (a) complete Feasibility Study, (b) traceable economic and financial models in electronic copy, (c) minimum PTCs that will provide sufficient information for the IA to decide on the USP, (d) certification that the USP does not possess prohibited Government undertakings, (e) valuation report, as applicable, (f) proposed Implementing Agency, (g) information on the qualifications of the Private Proponent, (h) draft PPP Contract, (i) Project site plan.

¹⁹ Only one round of approval process is contemplated in this consulting assignment i.e., commencing from the submission of the USP and its documentary requirements to the relevant approving body and concluding upon the issuance of an official document of the Project's approval or disapproval by the final approving body. Another round of approval process would require a contract amendment.

²⁰ If necessary, the Consultant shall assist PSA in obtaining ICC approval for a reasonable rate of return including the adjusted rate of return for purposes of negotiated projects (i.e., in case of a single complying bid). The Consultant shall also assist PSA in securing the opinion of the Department of Justice (DOJ), among others, and the approval or endorsement of any other government agency which may be required for the successful tender and award of the Project.

²¹ The Consultant may attend meetings through video/teleconference, except in activities where the physical presence of the experts is required.

- (ii) In coordination with the PSA and the PPP Center, prepare reports and responses to queries that the approving bodies may have on the Project

The assistance under this task includes the submission/preparation of further analyses, presentations, researches, and/or responses to queries as may be requested/required by the relevant approving body; provided that (1) these are not new or additional requests/requirements not contemplated and/or beyond the scope of work and term of the CCS, the tasks/responsibilities of the experts, and the identified deliverables and special reports of this consulting assignment; and (2) the request/requirement was conveyed to the Consultant before the approval of the USP; or if conveyed after USP's approval, such request/requirement is addressed by and does not require the amendment of the USP.

- d. Prepare and submit a Post-Approval (or Post-Activity) report documenting the approval process, including all instructions and issues/concerns in relation to the project.
- e. Submit updated documentary requirements which already addressed the instructions of the approving authority and incorporated the revisions required at the approval stage.

PHASE II: PREPARATION OF TENDER DOCUMENTS AND ASSISTANCE IN THE PPP BIDDING PROCESS

Task 1. Preparation of the Bid Implementation Plan

The Consultant shall prepare a detailed bid implementation plan, which provides the timetable, task schedule, and required outputs during the bidding phase. Said plan shall include a sub-activity timetable, task schedule and outputs for the pre-tender meetings; and, establishment and management of the data room. The said plan shall also identify the parties involved and their roles/participation in the whole process.

Task 2. Preparation of the Bid/Tender Documents

- a. Prepare all necessary bid/tender documents including, but not limited to, the Invitation for Comparative or Competitive Proposals (ICP), Instructions to Challengers, Project Information Memorandum, KPIs, updated Term Sheet and draft Concession Agreement, Bid Bulletins, and Bid Forms.
- b. Review and provide inputs / proposed revisions to the draft of the concession agreement and submit the same to PSA and/or PPP Center through a formal communication, with a written and signed endorsement from the Legal Specialist/s. Thereafter, PSA shall transmit the draft PPP contract to the reviewing bodies (e.g., DOF, Office of the Solicitor General (OSG) and other relevant government bodies) for initial comments.
- c. Revise the draft PPP contract to incorporate initial comments from the reviewing bodies and submit the same to PSA and/or PPP Center through a formal communication, with a written and signed endorsement from the Legal Specialist/s. Thereafter, PSA shall transmit the revised PPP contract to the reviewing bodies for their final review.

- d. Finalize²² execution copies of the concession agreement based on final comments of the reviewing bodies and submit the same to PSA and/or PPP Center through a formal communication, with a written and signed endorsement from the Legal Specialist/s.
- e. Prepare the TOR for the engagement of the Independent Consultant/Engineer (IC/IE).

The TOR for the procurement includes the **scope of reports**, the **frequency of their submissions** to the Implementing Agency, and the **evaluation process**. These terms allow the private proponent to comment before approval.

The Independent Consultant must submit a **complete disclosure statement** detailing all past, present, and anticipated or planned future relationships with the PPP Project and related individuals to ensure there is no conflict of interest.

The Independent Consultant to provide comprehensive reports that include: **(1) project progress plans and schedules, (2) status of accomplishments and backlogs, (3) issues and concerns, (4) materials reports, (5) activities of the consultant, and (5) compliance with environmental and social impact assessments, and risk management plans.**

Task 3: Pre-Bid Conference

Conduct pre-bid conference with all prospective private sector participants and other stakeholders to key terms and conditions of the draft concession agreement and conclusions drawn from this meeting shall be presented by the Consultant, discussed and agreed with the PPP Center and PSA.

Prepare a Post-Activity Report for the Pre-Bid Conference.

Task 4: Bid Execution

Provide all required assistance and advisory support to PSA during the entire comparative bidding process. The required assistance shall include, but not be limited to:

- a. drafting of supplemental selection bulletins;
- b. revision and finalization of the Invitation for Comparative Proposals;
- c. preparation of responses to bidder/challenger queries and queries from other concerned parties;
- d. qualification of comparative proponents/private sector challengers and evaluation of comparative proposals;
- e. preparation of qualification process and evaluation process reports;
- f. preparation of all related documents for the Right to Match (RTM) by the OP if necessary;
- g. revision and finalization of the bid/tender documents;
- h. evaluation of eligibility requirements;
- i. evaluation of technical and financial proposals;
- j. preparation of bid evaluation (including pre-qualification) reports;
- k. concession agreement revision and finalization;
- l. preparation of resolutions for approval by the Prequalification, Bids and Awards Committee (PBAC);

²² Including printing and binding

- m. making all the necessary presentations to the PBAC and/or its Technical Working Group (TWG) and other meetings/briefings;
- n. preparation of minutes of all meetings; and,
- o. managing the Virtual Data Room (VDR) of the Project.

Task 5: Bid Process Report

Prepare the Bid Process Report documenting the bidding procedure, bidding plan and schedule, issues/problems encountered and correction actions taken, and summary of key observations and recommendations.

Task 5: Award and Contract Signing

- a. Provide all required assistance and advisory support to the PSA on the determination and issuance of Notice of Award (NOA) and its requirements.
- b. management of contract signing and review of post-award requirements

PHASE III. POST-CONTRACT SIGNING ASSISTANCE AND ADVISORY

- a. Draft a comprehensive PPP contract management plan²³ of PSA, in accordance with the provisions of the PPP agreement, to help the PSA in the management of the project and its risks, rights, and obligations after financial close;
- b. prepare a comprehensive close-out report using the prescribed format²⁴;

Other Tasks/Responsibilities:

19. In addition to the above scope of works, the Consultant shall:

- a. review all background documentation including related studies conducted to date;
- b. prepare a monthly report of the status of activities, issues encountered, and steps taken to resolve them and update milestones and timelines;
- c. ensure that the Bid Manager/Team Leader is in the Philippines during pre-bid conference, contract finalization, and proposals evaluation; and,
- d. prepare highlights and/or minutes of all major meetings.

20. The scope of work includes all conferences/consultations (e.g., data room, qualification, and pre-selection conference/s) considered towards the tendering of the project. The cost of all conferences/consultations should be included in the Consultant's financial proposal. Any other conferences/consultations and expenses not included in the financial proposal, but identified as relevant and necessary to accomplish the deliverables in this TOR, shall be undertaken and its cost borne by the Consultant.

21. The Consultant, for the duration of its contract, shall make its team available to receive comments or queries and provide responses thereto, and entertain consultations, whenever necessary²⁵.

²³ The PPP Management Plan details how PPP contracts will be monitored and its requirements enforced; and how the relationships between the public and private partners are managed, within the lifetime of the PPP agreement. The Plan should ensure a) services are delivered continuously and to a high standard, and payments or penalties are made accordingly; b) contractual responsibilities and risk allocations are maintained in practice, and government's responsibilities and risks managed efficiently; and c) changes in the external environment-both risks and opportunities- are spotted and acted on effectively (PPP Reference Guide, World Bank Institute, 2012)

²⁴ A Close-out Report details the formal acceptance/closure of the study and orderly transition of the completed study. The Report documents the completion of the study, including a documentation of deliverables completed and lessons learned; and will be a confidential document of the PSA and the PPP Center.

²⁵ Other than the Team Leader, the qualified Consultants, Key Personnel and Key Experts shall be present at all teleconferences meetings and/or as the need arises be physically present at all the meetings with government agencies and other stakeholders.

VI. DELIVERABLES AND TIMELINES

22. The general deliverables of the Project and corresponding due dates for submission are presented in the table below. The Consultant shall submit a Monthly Progress Report by the 5th day of the month summarizing achievements in the previous month.

No.	Deliverable	Phase of Study (Refer to Section VI)	Due date ^(a)
Monthly Progress Report ^{(b)26}			
1.	Inputs to the Documentary requirements for PPP projects requiring NEDA-ICC approval, as enumerated in Annex 3 of the NEDA-ICC Guidelines ^(c)	I	10 days before submission date to approving body
2.	Post-Approval or Post Activity Report on Approval of Approving Bodies ^{(c)(d)}	I	5 days after approval by approving body
3.	Tender Documents	II	20 days after approval by approving body
4.	Post-Activity Report for Pre-Bid Conference ^(e)	II	5 days after the conduct of Pre-Bid Conference
5.	Qualification Process Report ^(e)	II	5 days after conclusion of selection/bid evaluation
6.	Bid Process Report ^(e)	II	10 days after conclusion of selection/bid evaluation
7.	Final execution copy of the contract/concession agreement	II	5 days from compliance with the post-award requirements
8.	Close-out Report, Case Study, and PPP Management Plan	III	10 days after conclusion of bidding

(a) In calendar days.

(b) To be submitted every 5th day of the month. The First Monthly Progress Report will include the Consultant's due diligence/review findings.

(c) The Consultant should note that at the time of its commencement of services, the approval process for the Project has already commenced and the preparation and submission of the ICC approval documents could have been assumed by the PSA and the PPP Center. If this is the case, this deliverable will be removed from the obligation of the Consultant. Consequently, the corresponding milestone payment for this task will also be removed.

(d) In case no project approval is granted, a Post-Activity Report documenting the deliberations and approval process shall be submitted by the Consultant in lieu of the Post-Approval Report.

(e) In case there are no private sector participants/challengers, the Qualification Process Report and Bid Process Report are automatically removed from the list of deliverables. Further, if no Pre-Bid conference is conducted due to the absence of interested private sector participant.

23. In addition, the Consultant shall submit special reports as indicated in the table below.

No.	Special Report	Timing of Submission
1.	Bid Implementation Plan	Prior to the commencement

²⁶ Must include an Executive Summary

No.	Special Report	Timing of Submission of the bid process
2.	Inputs to the PPP contract/concession agreement	With deliverable No. 3
3.	TOR of the IC/IE	With deliverable No. 3

24. All reports shall be submitted to PPP Center and the PSA in electronic format as MS Word and PDF documents (latest version) and printed in four (4) copies: (1) for PSA (2) PPC and (1) for COA. As applicable, models and workflow, process and data diagrams shall be submitted electronically in their appropriate dynamic application files. Minimum requirement on the content of the deliverables is indicated in **Appendix 1-B** of the TOR.
25. The Project Committee or PC²⁷ (PPP Center and the PSA) shall conduct quality reviews to obtain feedback on all draft versions of deliverables as appropriate. The Team Leader and the concerned expert/s, as may be necessary, should be present during these reviews.
26. In the course of providing the Services, the Consultant may provide oral comments, written reports, letters, schedules, or hard or soft copies of output in draft form. The final results of the Consultant's work and definitive findings will be contained in the final reports, letters,

VII. MAXIMUM BUDGET FOR THIS CONSULTING ASSIGNMENT

27. The Fund for this consulting assignment shall be sourced from the PPP Center's Project Development and Monitoring Facility. The maximum budget for this consulting assignment is **TWENTY TWO MILLION TWO HUNDRED EIGHTY THREE THOUSAND PESOS (Php 22,283,00.00), inclusive of taxes.**

VIII. TERMS OF PAYMENT

28. The Consultant will be paid on a lump-sum basis. The payments shall be linked to various outputs delivered by the Consultant and project milestones achieved. Said payment shall be released by the Client based on the acceptance/approval of the outputs and confirmation of the completion of milestones achieved by the Consultant as endorsed by the Project Committee and/or relevant authority or committee from PSA, after ensuring that said outputs conform to the requirements of the GOP (Government of the Philippines).
29. The details of the stages and the key associated tasks, percentage payments and the maximum timeframe for release of payments are indicated below.

Payment No.	Milestone	Percentage of Payment ^(a)	Due date
1.	Acceptance of Inputs to the	15%	30 calendar days

²⁷ This Committee shall be constituted to oversee the services to be delivered by the Consultant for the PPP project. Specifically, the PC will be responsible for: (i) reviewing the deliverables and completion of milestones by the Consultant, pursuant to the Output Evaluation Process, (ii) reviewing contract variation proposals with cost implication, if allowed under the applicable procurement guidelines; and, (iii) recommending the appropriate action to the PPP Center's Executive Director or his/her duly authorized representative. The PC shall be composed of the following representatives: a) Two (2) representatives from the PPP Center, with one (1) designated as the Chairperson and the other as member; b. One (1) representative from the Agency/LGU, designated as the Co-chairperson; and, c. One (1) representative from the Concessionaire, in the case of IC services, where the Concessionaire has a share in the cost of the procured service. Representatives to the PC must be at least Director-level.

Payment No.	Milestone	Percentage of Payment ^(a)	Due date
	Documentary requirements for PPP projects requiring NEDA-ICC approval, as enumerated in Annex 3 of the NEDA-ICC Guidelines ^(c)		from the date of the submission of invoice after acceptance/ completion ^(b) of each milestone
2.	Acceptance of the Post-Approval/ Post-Activity Report on Approval by Approving Bodies	10%	
3.	Acceptance (issuance) of Tender/Bid Documents	20%	
4.	Acceptance of Post-Activity Report for Pre-Bid Conference ^(d)	5%	
5.	Acceptance of Qualification Process Report	20%	
6.	Acceptance of Bid Process Report	20%	
7.	Acceptance of Final Execution Copy of the Contract/Concession Agreement and the Final TOR of the IC/IE	5%	
8.	Acceptance of Close-Out Report, PPP Contract Management Plan, and Case Study	5%	

(a) Percentage of payment of the contract value

(b) There is acceptance/completion of each milestone upon issuance of a Project Committee resolution.

(c) The Consultant should note that at the time of its commencement of services, the approval process for the Project may have already commenced and the preparation and submission of the ICC approval documents could have been assumed by the PSA and the PPP Center. If this is the case, this task will be removed from the Consultant. Consequently, the corresponding milestone payment for this task will also be removed.

(d) If no Pre-Bid Conference is conducted due to the absence of any interested private sector participant, a Pre-Bid Conference Post-Activity Report (Deliverable No. 4) shall be excluded from the deliverables and the Consultant will not be paid for the corresponding Milestone Payment No. 4.

(e) In case there are no private sector participants/challengers, the Qualification Process Report (Deliverable No. 5) and Bid Process Report (Deliverable No. 6) shall still document the proceedings of the comparative challenge. Consequently, the Consultant will not be paid with the corresponding Milestone Payments, i.e., Milestone Payment Nos. 5 and 6 will be reduced to 7.5% and 7.5%.

IX. INSTITUTIONAL ARRANGEMENT/RESPONSIBILITIES

PPP Center and PSA

30. The PPP Center shall sign a lump-sum contract with the Consultant with the *conforme* of the PSA for providing transaction advisory services. As the Client and contracting party, the PPP Center through its PDMF Service, shall manage and administer the Consultant's CCS.
31. A Project Committee, composed of representatives from the PSA and the PPP Center, has been established to review and assess the acceptability of project deliverables, completion of milestones, and contract variation proposals, and recommend the appropriate action to the PPP Center Executive Director.

32. The PSA shall provide the Consultant with all available pertinent data and previous studies, if any. The PSA and the PPP Center shall liaise with other agencies and other consultants/experts involved in the Project to ensure that the Consultant has access to all information required as may be allowed under Philippine laws.
33. The PSA and the PPP Center shall provide dedicated personnel with relevant skills as counterpart staff to the Consultant including a designated Project Manager to, among others—
 - a. Work closely and coordinate with the assigned Project Officer of the PPP Center and the Team Leader/Project Manager. If there are gaps between the tasks of the Consultant, the PSA, and the PPP Center, the same shall be deemed to be included in PSA's responsibilities.
 - b. Ensure the relevant principal/s of the PSA is well-informed of the developments of the project.
 - c. Ensure that prerequisite activities/requirements to move the project forward are undertaken.
 - d. Provide other administrative assistance such as, but not limited to, arranging/coordinating meetings, and reproduction of project documents for internal government use/requirement.

Consultant

34. The Consultant shall work closely with the PSA and the PPP Center, through their respective Project Managers, and other government agencies as may be required during the assignment.
35. The Consultant shall be responsible for its own space while in the country, and all necessary facilities and logistical support for its staff, including transportation, office equipment (computers, printers, telephone, and internet services), communications, utilities, office supplies, and other miscellaneous costs for carrying out the services per the requirements under the TOR. Further, the Consultant will need to provide all the administrative and support staff needed to carry out their services.

X. INPUTS, PROJECT DATA AND REPORTS

36. The following report shall be made available to the Consultant by PSA:

	Document	Date
1.	Completeness Checklist prepared by PPP Center and Letters to the Proponent on the USP	2024
2.	Draft Outputs on the Detailed Evaluation of the USP	2025
3.	Updated Feasibility Study for Philippines Digital National Identity Project and related documents (e.g., financial, economic, and VfM models.	2025
4.	Updated Draft Concession Agreement by the Proponent	2025
5.	Updated PTCs	2025

XI. QUALIFICATION REQUIREMENTS FOR BIDDERS

37. To be qualified for the bidding, the bidder must:
 - a. Have the nationality on an eligible country in accordance with the List of ADB Eligible Member Countries. A Bidder shall be deemed to have the nationality of a Member

Country if it is constituted, or incorporated, and operates in conformity with the provisions of the laws of that country;

- b. Must have previously undertaken at least three (3) similar completed contracts involving the provision of project preparation and transaction advisory services for projects under PPP or JV arrangement, one (1) of which is through unsolicited track.
- c. Must have previously undertaken at least three (3) similar completed contracts involving the provision of project preparation and transaction advisory services for projects under PPP or JV arrangement in the Philippines and other geographical locations.
- d. Not be under a declaration or record of ineligibility for corrupt and/or fraudulent practices issued or kept by ADB.

XII. QUALIFICATION REQUIREMENTS FOR KEY PERSONNEL

- 38. The Consultant shall have sufficient personnel to provide services to deliver all required outputs within the prescribed time. For specific areas of expertise, the requirement of consultants has been prescribed as shown below. This list of expertise provided hereunder is indicative and the Consultant may include additional expertise if deemed necessary to successfully complete the assignment, but always within the terms and conditions of this TOR and the relevant agreements to be signed by the parties.
- 39. For each required position, the Consultant should nominate a Key Expert. Alternative experts shall not be proposed and only one curriculum vitae (CV) may be submitted for each position. The Consultant may enhance its expertise by nominating additional expert/s which shall be designated as Non-Key Personnel/ Experts.

No.	Position	Criteria	Qualification Requirements
1	Bid Manager/ Team Leader	General Qualifications	As Bid Manager
			At least a Bachelor's Degree in Engineering, Construction, or another relevant discipline.
		Years of Experience in Similar/Related Projects	As Team Leader
			At least a Bachelor's Degree in Engineering, Construction, or another relevant discipline. Has completed at least two (2) relevant trainings with at least one (1) training/certification in Project Management.
			As Bid Manager
			Ten (10) years of demonstrated similar project experience in managing all aspects of the PPP procurement process, or managing and preparing bid proposals for PPP projects.
		Number of Similar/Related	As Team Leader
			Five (5) years of demonstrated experience as team leader, project manager, project director or its equivalent
			As Bid Manager

		Projects	Managed bidding process or managed and prepared bid proposals for five (5) PPP projects. Has completed at least two (2) similar projects.
			As Team Leader Acted as team leader or project manager/director or its equivalent for five (5) projects, similar to this consulting assignment
2.	Legal Specialist	General Qualifications	At least a Bachelor of Laws or Juris Doctor degree and a member of the Philippine Bar in good standing.
		Years of Experience in Similar/Related Projects	At least five (5) years of demonstrated experience in resolving legal issues during project development until contract award, PPP policy and institutional assessment; project structuring; drafting contractual agreements and other related documents/agreements; procurement; and bid process management.
		Number of Similar/Related Projects	Must have prepared three PPP or Joint Venture ("JV") contracts in at least three (3) projects.
3.	Project Finance Specialist	General Qualifications	At least a Bachelor's degree in Economics, Finance or related fields
		Years of Experience in Similar/Related Projects	At least ten (10) years of demonstrated experience in providing PPP transaction advisory services for large infrastructure projects on PPP basis, including extensive experience in financial modeling; project structuring; risk analysis, allocation and management; project agreements; and bid process management. Proven track record in dealing with capital market institutions, investment banks, global insurance and guarantee products, etc.
		Number of Similar/Related Projects	Prepared five (5) PPP projects. PPP IT projects will have additional merit.
4.	Information Technology (IT) Specialist	General Qualifications	At least a degree in Computer Science, Information Technology, Engineering, or equivalent discipline/course. Has completed at least five (5) relevant trainings (e.g. Systems Development, Systems Architecture, Web and Application Design, Data and System Migration and Integration, Systems Development Test, Quality Assurance/Quality Control, and IT Documentation, etc.)
		Years of Experience in Similar/Related Projects	Ten (10) years of relevant experience in application systems/ software development. Has at least five (5) years of demonstrated experience related to foundational/functional ID

			implementation using biometric authentication, identity security, fraud management, biometrics, and IT service management. Has at least five (5) years as a lead consultant or similar function in high volume transaction systems (e.g. national ID systems, banking platforms, payment gateways, enterprise resource planning).
		Number of Similar/Related Projects	Prepared/completed at least three (3) IT system projects with at least one high-volume transaction system e.g., national ID systems, banking platforms, payment gateways, enterprise resource planning).

40. The Consultant shall ensure the availability of experts on a priority basis and such experts will be available to provide the services in a responsive and timely manner.
41. The Consultant shall provide the organizational structures and arrangements for the specified services, including specification of position responsibilities.
42. The tasks for each expert shall be read in conjunction with the scope of work in Section III. The scope of work for each expert includes, but is not limited to, the following:

Local Experts

(ii) Team Leader (who must also be the Bid Manager)

The consultant will generally be responsible for coordinating all inputs of the team; submission of all reports; facilitation of meetings and stakeholder consultations, as required; and liaison with the PSA and PPP Center, as required. Specific tasks would include, among others, the following:

- (a) Liaise with PSA and PPP Center and keep all stakeholders apprised of any issues or concerns that could impact project performance and or completion of the consulting assignment.
- (b) Prepare progress reports and update the agreed work program, and provide timely information to PPP Center on contract administration issues.
- (c) Manage the team of experts to ensure integrated monitoring of the agreed work program.
- (d) Coordinate the inputs of team members per the agreed work plan, advise team members of changes to the work plan, and monitor team members' other project commitments to ensure appropriate priority attention is given to the assigned task.
- (e) Ensure outputs of team members are in accordance with the contractual TOR and the client's quality expectations.
- (f) Ensure smooth implementation of the internal quality assurance mechanism and be ultimately responsible for output quality by reviewing, commenting upon and approving all such outputs.
- (g) Ensure all contracted deliverables are prepared in a timely manner and manage project scheduling.
- (h) Prepare the project implementation schedule which will define and set timelines of the major phases of project work to fulfill the desired objectives and achieve the expected deliverables from time of award to completion (schedule should include the

deliverables being set, major activities for each deliverable, and key milestone, among others).

- (i) Brief and supervise team members on (i) quality management, and (ii) integrity and professional conduct; and keep the team updated on changes in the operating environment or procedures.

(iii) Bid Manager (who must also be the Team Leader)

The Bid Manager shall be the primary point of contact for both PSA and PPP Center during the bidding process. The tasks of the Bid Manager shall include, but not limited to, the following:

- (a) Review the detailed evaluation prepared by PSA, the approval documents submitted to the approving body and the negotiated terms and conditions approved by the approving body for any matters that may inadvertently affect the bidding process (if any) and propose appropriate solutions.
- (c) Lead the conduct of bid conferences.
- (d) Prepare PPP bid management plan.
- (e) Finalize bid/tender documents.
- (f) Provide overall coordination during the comparative challenge stage and lead day-to-day management of the bidding process, including, in the: a) preparation or collation of documents and data to be made available in the data room for prospective bidders; b) setting-up and management of data room; c) conduct of Pre-Bid Conference; d) bid evaluation (technical and financial proposals), including pre-qualification and qualification documents; and, e) contract award and signing.
- (g) Provide assistance to PSA in answering queries regarding financial, technical, and legal matters.
- (h) Prepare the Bid Process and Close Out reports.
- (i) The Bid Manager is expected to work full time during bid process management phase wherein he/she is expected to be in the Philippines to receive and respond to queries/concerns and manage all bidding activities, contract finalization, and proposals evaluation.
- (j) Prepare the TOR for the Independent Consultant/Independent Engineer.
- (k) Provide support to ensure on-time submission of required deliverables.

(iv) Legal Specialist

- (a) Assist on the review of the detailed evaluation prepared by PSA, the approval documents submitted to the approving body and the negotiated terms and conditions approved by the PSA.
- (b) Prepare all necessary bid/tender documents, including the Invitation for Comparative Proposals, draft contract/concession agreement, bid supplemental selection bulletins and bid evaluation criteria, and selection forms, among others, to facilitate bidding of the project.
- (c) Assist PSA in securing opinion/s from relevant government agencies on any legal issue which may arise in relation to the project.
- (d) Assist PSA in securing the opinion of DOF, OSG, and other relevant government bodies on the PPP contract.
- (e) Prepare an execution copy of the PPP agreement and render a signed opinion that the execution copy is in accordance with relevant law/s.
- (f) Provide signed legal opinions on the possible legal issues which may need to be addressed in the course of the tender and implementation of the project.
- (g) Conduct the following activities: a) preparation or collation of documents and data to be made available in the data room for prospective bidders; b) drafting of all bidding-

related notices/requests and bid bulletins; c) setting up and management of data room; d) conduct of pre-bid conference/s; e) preparation of responses to queries by bidders and other concerned parties; f) bid evaluation (technical and financial proposals), including pre-qualification and qualification documents; preparation of bid evaluation reports; g) contract revision and finalization; and, h) provide legal expertise during contract award and signing.

- (h) Assist and provide advisory support to PSA with all functions relating to preparation of documents to address conditions precedent in the financing agreements, grant of approval on any issue to the private sector proponent and its lenders or signing any agreement or any other document with the private sector proponent or assisting in providing interpretations relating to any matter until financial close, including providing a closing opinion (if required by the lenders for financial close).
- (i) Assist in the preparation of the TOR for the Independent Consultant/Independent Engineer, and assist in addressing concerns on the TOR.
- (j) The Legal Specialist shall make himself/herself available to receive comments or queries and provide responses thereto, and entertain consultations, whenever be prepared as necessary.
- (k) Provide support to ensure on-time submission of required deliverables.

(v) Project Finance Specialist

- (a) Review all financial-related documents.
- (d) In consultation with PSA, provide inputs in preparing finance-related aspects of the bid/tender documents.
- (e) Provide support in finalizing bid/tender documents.
- (f) Provide assistance during the bidding/tender stage, including in the: a) preparation or collation of documents and data to be made available in the data room for prospective bidders; b) setting up and management of data room; c) conduct of pre-bid conference/s; d) preparation of responses to queries by bidders and other concerned parties; e) bid evaluation (technical and financial proposals), including pre-qualification and qualification documents; preparation of bid evaluation reports; and f) contract award and signing.
- (g) Evaluate the financial proposals submitted during the Comparative Proposal process.
- (h) Develop all required due diligence of the financial documents for potential lenders.
- (i) Provide support to ensure on-time submission of required deliverables.

(vi) IT Specialist

- (b) Review all technical-related documents.
- (c) Review the technical specifications of the proposals.
- (d) Provide support in finalizing bid/tender documents.
- (e) Provide assistance during the bidding/tender stage, including in the: a) preparation or collation of documents and data to be made available in the data room for prospective bidders; b) conduct of pre-bid conference/s; c) preparation of responses to queries by bidders and other concerned parties; and, d) bid evaluation (technical and financial proposals), including pre-qualification and qualification documents; preparation of bid evaluation reports.
- (f) Evaluate the proposals submitted during the Comparative Proposal process.
- (g) Provide support to ensure on-time submission of required deliverables.

Appendix 1-A – Additional Details on USP

1. The USP involves the Private Proponent assuming the responsibility of Registration Services, including Distributed ID Card Printing, and Authentication Services.
2. PSA entered into a number of agreements, which form the basis of the PhilSys solution which is currently deployed. These agreements include: Memorandum of Understanding with International Institute of Information Technology Bangalore (IITB) to utilize MOSIP; contract with a local Joint Venture (JV) which included Idemia as the technology provider for the Automated Biometric Identification System (ABIS); contract with a local JV which included Gemalto and NextIX for the supply of the Registration Kits; contract with a local JV which included Madras Security Printers as the Systems Integrator to implement the solution; contract with Banko Sentral Pininas (BSP) for Identity card (PhilID) production which was concluded; and contract with PhilPost for the distribution of the printed PhilIDs.
3. The key features of Philsys or the National ID System are as follows: a) registration and updating of demographics and biometric data; b) PSN generation and tokenization services; c) authentication and e-KYC services; and, d) lifecycle data updates. Similar to select features of the PhilSys, the proposed solution of the Proponent intends to support two (2) core applications, namely Registration/Enrolment¹ and Verification (Authentication and e-KYC), including the wrap-around services required to provide enterprise grade operation support of the solution on behalf of the stakeholders.
4. The Proponent's proposed solution intends to take over and enhance the existing platform, providing a frictionless authentication service, thereby supporting the financial and social inclusion objective of the Philippine Government. To achieve these objectives, the Proponent opined that the existing system needs a service provider who understands the complexities of managing and operating mission critical services in an end-to-end manner. Below is the proposed solution scope, covering the Resident's Portal, Enrollments, Multi-platform Authentication Service, and ID Management System:

Figure 1: High-Level System Design



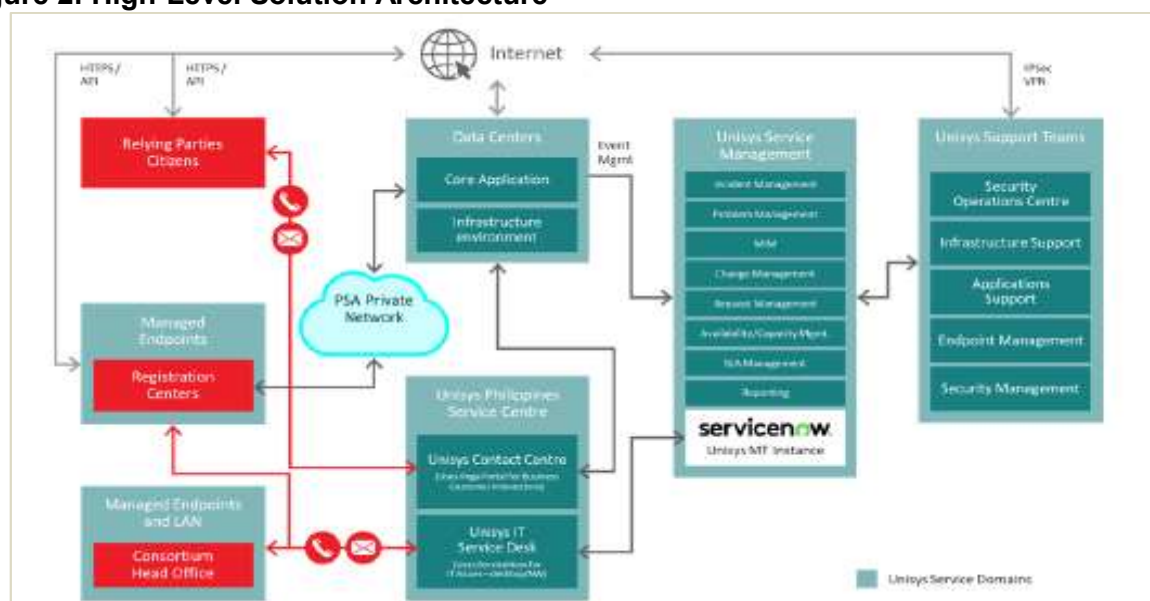
Reference: Feasibility Study for Philippine Digital National Identity Project. *Unisys Public Sector Services Corporation*, p. 91.

5. The PSA adopted the PhilSys Information System Architecture (PISA) as its reference architecture to facilitate the development, commissioning, and implementation of the PhilSys Information System. The PISA is composed of the following information system architectural layers: a) Functional Architecture; b) Applications Architecture; c) Data Architecture; and, d) Infrastructure Architecture. On the other hand, the Proponent stated

¹ Excluding mass registration

that the services to be provided to various stakeholders² will be supported by a robust operational architecture, focused on delivering an enterprise grade, mission-critical service. Below is the proposed high-level architecture design by the Proponent:

Figure 2: High-Level Solution Architecture



Reference: Feasibility Study for Philippine Digital National Identity Project. *Unisys Public Sector Services Corporation*, p. 93.

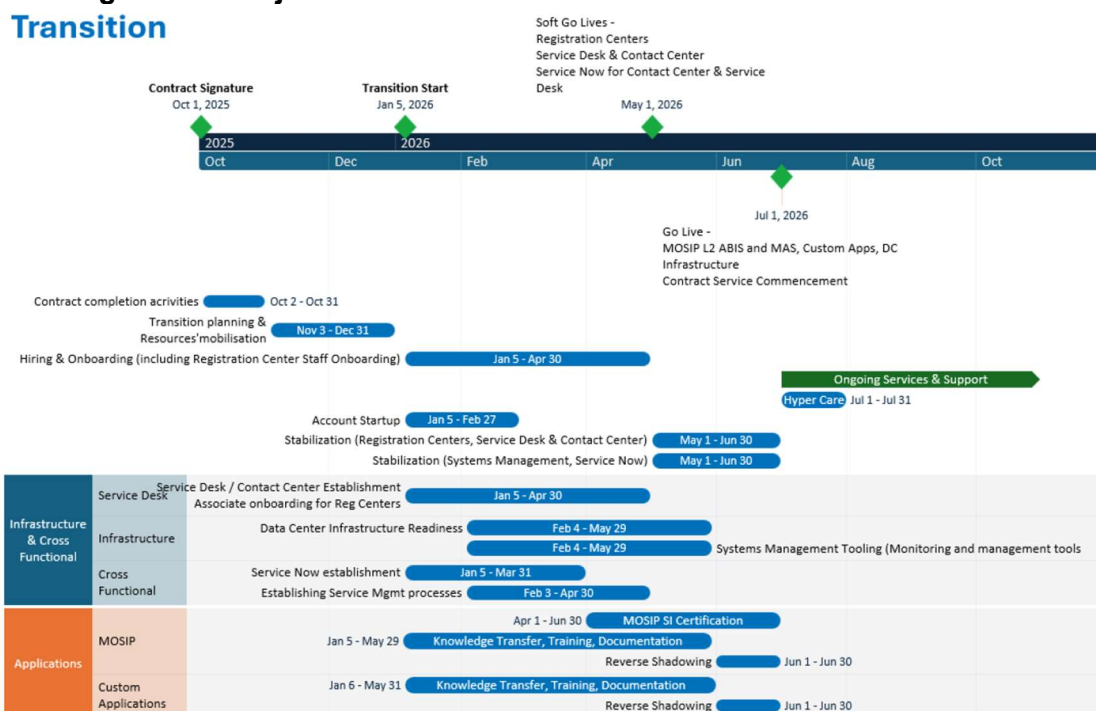
6. The proposed solution is comprised of four (4) phases, as follows: a) Transition; b) Stabilization; c) Transformation; and, d) Ongoing Operations. It also involves three (3) supporting projects, namely a) Technical On-boarding Facilitation; b) Mobile Application Deployment; and, c) Platform Assessment. These projects aim to improve the adoption of the National ID as the preferred credential or ID in asserting an individual's identity.
7. Phase 1 (Transition Phase)³ of the USP covers the transfer of support and management of the current PhilSys environment (including registration center operations, contact center, and PhilSys-related IT application and infrastructure support) to the Proponent. Given this, the Proponent is expected to be responsible for the current components of the PhilSys Project. As of date, PSA and the Proponent are in the process of clarifying the third-party contracts to be transferred to the Proponent and those to be retained with PSA.
8. The Proponent is expected to take over the responsibility for the ongoing support and management of the PhilSys infrastructure technology, associated applications, and operations of registration centers at the end of Phase 1. During Phases 1 and 2 (Transition and Stabilization Phases), the refresh/replacement of existing hardware will be undertaken while maintaining the interface of the new system with the existing systems and facilities. The proposed new technologies will be implemented during Phase 2⁴ to support the reliable management of the PhilSys environment. Under Phase 3 (Transformation Phase), the development of additional features and new capabilities shall augment the current interfaces used for integration by PSA and its relying parties.
9. Further, the Proponent provided the details of the 4 phases and 3 projects, in particular the overall program, as well as the high-level objectives of each phase or project:

² Include PSA, Citizens, and Relying Parties (i.e., private sector, government agencies, and service providers)

³ Target period of completion is by the 6th month after commencement date

⁴ Target period of completion is by the 11th month after commencement date

Figure 3: High-Level Project Phases



Reference: Feasibility Study for Philippine Digital National Identity Project. *Unisys Public Sector Services Corporation*, p. 98.

The proposed project phases above covers the expected deliverables of each phase, and interface with the other phases.

- The Proponent included the following items as out of scope of the USP: (i) Card Production and delivery of all backlog cards (i.e. cards which have either not been printed and/or distributed on the Commencement Date), including all staffing and associated supporting services; (ii) Manual verification and manual adjudication service staffing; (iii) Regulatory On Boarding process and staff; and (iv) Responding to customer feedback and grievances.⁵ These items are currently being clarified in the Negotiation Stage of the USP.

⁵ Technical Proposal for Philippine Digital National Identity Project. *Unisys Public Sector Services Corporation*, p. 174

Appendix 1-B – REPORT OUTLINE (Minimum Requirement)

Inception Report

- Introduction
 - General Project Information and Objectives
 - Draft Design and Monitoring Framework
 - Mobilization, Team and Organization Information
- Inception Mission Findings
 - Key Findings
 - Confirmation of Plan of Approach, Methodology and Timelines
(Consultant may propose enhancements/changes)
- Critical Issues to be addressed and Recommendations
- Reporting Requirements
- Adjusted Work Plan and Schedule

Monthly Progress Report

- Major Accomplishment for each Activity and Task
- Scope of Work
- Project Plan and Schedule (Gantt, planned per contract versus actual)
- On-site Staffing (including home inputs) for Time Period
- Status of Deliverables (matrix, planned per contract versus revised/actual)
- Issues/Problems and Corresponding Corrective Actions

Post-Activity Report for Pre-Selection Conference

- Introduction
- Qualification process
- Submission of Qualification Documents
- Evaluation of Qualification Documents
- Next Steps
- Recommendation

Qualification Process Report

- Introduction
- Submission of Right-to-Match
- Financial Evaluation
- Recommendation

Bid Process Report

- Executive Summary
- General Project Information and Objectives
- The Bidding Procedure
- Bidding Plan and Schedule (Gantt, planned versus actual)
- Issues/Problems Encountered and Corrective Actions Taken
- Summary of Key Observations and Recommendations

Close Out Report

1. Executive Summary
2. Project Background
 - a. General Project Information
 - b. Project Objectives

3. Summary of and Findings on All Deliverables Completed under the TAA (including changes in the project and justifications for such, as applicable)
 - 3.1 Inception Report
 - 3.2 Due Diligence Report
 - 3.3 Transaction Documents (including project structure, bid parameter, concession agreement, etc.)
 - 3.4 Bid Evaluation Report
 - a. Technical Proposal
 - b. Financial Proposal
 - a. Bid Process Report
 - a. Financial Close Report
 - b. Other Deliverables
2. Risk Management and Transition Plan
 - 4.1 Assessment of technology/capacity transferred to the IA
 - 4.2 Risk Management Plan (*analysis of project risks in various stages of the project cycle, including proposed mitigating measures to ensure successful project implementation*)
 - 4.3 Documents and resources turned over (*must include the specific project document, description, transferee, type of document/resources, and date transferred*)
3. Critical Issues and Lessons Learned (*must indicate critical issues encountered and lessons learned during project development until financial close*)

Problem Statement	Problem Description	PPP Phase	Actions Taken	Recommendation
4. Other Outstanding Matters (*must provide description and next steps to solve it; must also include Consultant's incomplete tasks*)
5. Request for project closure approval

CV Template

1. **Proposed Position:** *[TOR Expertise]*
2. **Name of Firm:** *[Insert name of firm proposing the expert, if applicable]*
(Do not abbreviate or use symbols in any portion of the firm or individual name)
3. **Name of Expert:** *[Consultant Name]*
(Do not abbreviate or use symbols in any portion of the firm or individual name)
4. **Current Residential Address:**
Telephone No.:
Fax No.:
E-Mail Address:
5. **Date of Birth:**
Citizenship⁷:
Type of government ID and ID Number.
(please attach a copy of the ID to this form)
6. **Education:** *[Indicate college or university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment]*
7. **Membership in Professional Associations:**
8. **Other Trainings:** *[Indicate significant training since degrees under 5 - Education were obtained]*
9. **Countries of Work Experience:** *[List countries where expert has worked in the last 10 years]*
10. **Languages:** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*

⁷ For proposed national experts who are individuals of ADB member countries and have appropriate authorization to legally reside and work in the country of the assignment, but do not hold the nationality of that country, provide supporting documentation as a TECH-6B attachment.

11. Employment Record

[Starting with present position, list in reverse order every employment held by expert since graduation, providing for each employment (see format here below): dates of employment, name of employing organization, positions held.]

From [Month/Year]: _____

To [Month/Year]: _____

Employer: _____

Positions held: _____

12. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed in line 12.]. Projects to be listed must have been completed prior to the submission of the EOI and adhere to the requirements on similar assignments as provided for in the TOR.

Project No. 1 (Name of assignment or project): _____

Month and Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

Project No. 2 and onwards (Name of assignment or project): _____

Month and Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

14. Certification:

I, the undersigned, certify to the best of my knowledge and belief that

- (i) This CV correctly describes my qualifications and experience;
- (ii) I am not a current employee of the Executing or the Implementing Agency;
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH-6 provided team mobilization takes place within the validity of this proposal;
- (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment;
- (v) I do not have conflict of interest in accordance with ITC 3.0;
- (vi) I am not subject to any national or international sanctions, temporary suspension or debarment by ADB or other multilateral development banks (MDB);

- (vii) I certify that I have been informed by the firm that it is including my CV in the Proposal for the *[insert name of project and contract]*. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.
- (viii) I have not been found guilty or convicted of any violation of law that is not a minor traffic violation.
- (ix) I can accept payments through the international banking system or otherwise discharge ADB's obligation upon initiation of wire transfer.
- (x) I understand that it is my obligation to notify the Client and ADB should I become subject to any national or international sanction, including becoming ineligible to work with ADB or other MDBs, cannot accept payments through the international banking system, should integrity issues including conflict of interest arise and/or should we or the proposed consultant be convicted of an offence excluding minor traffic violations

If the answer to any of the declarations above is NO, please provide details:

If the CV is signed by the firm's authorized representative, insert:

- (xi) I, as the authorized representative of the firm submitting this Proposal for the *[insert name of project and contract]*, certify that I have obtained the consent of the named expert to submit his/her CV, and that s/he will be available to carry out the assignment in accordance with the implementation arrangements and schedule set out in the Proposal, and confirm his/her compliance with paras (i) to (v) above.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

*[Signature of expert or authorized representative of the firm]*⁷ Date: _____
Day/Month/Year

Full name of authorized representative

⁷ This CV can be signed by the authorized representative of the Consultant provided during proposal submission. If the Consultant's proposal is ranked first, a copy of the CV signed by the expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations.