

# TERMS OF REFERENCE

Consulting Services for the Operation of the  
Electronics Product Development Center (EPDC)

## I. RATIONALE

The EPDC is a facility managed by DOST-ASTI that uses hardware and software tools to design, develop, prototype, and test electronic products. It was established to strengthen product development activities of the local electronics and semiconductor industries. EPDC is an ISO 17025 accredited laboratory that performs tests for Electromagnetic Compatibility (EMC) and Product Safety of electronic products. It also provides Printed Circuit Board (PCB) prototyping, fabrication, and assembly services.

DOST-ASTI will require the participation of a Consultant, who may be a person/s or entity engaged in consulting services, that has experience, technical expertise, and capability to provide guidance, mentoring, and relevant services with the goal of facilitating the continuous operation and increasing awareness of the services of EPDC.

## II. SCOPE OF WORK

The consultancy service aims explicitly to:

- A. Provide guidance in reviewing the Quality Manual, facilitate the conduct of a mock audit, provide guidance on calibration and certification, as well as other relevant activities in preparation for the renewal of ISO 17025 and if necessary, other laboratory certifications, accreditations or similar instrumentalities;
- B. Assist with licenses, permits, and/or new certifications on behalf of DOST-ASTI to allow the EPDC to comply with existing laws and regulations or improve its services;
- C. Assist, suggest and provide support in promotional activities, business meetings, and industry-oriented marketing events for electronic companies, schools, and government institutions, and;
- D. Propose trainings and certifications for the EPDC staff

## III. EXPECTED OUTPUTS

The following are the expected outputs per item in the Scope of Work.

Scope of Work	Expected Outputs
Provide guidance in reviewing the Quality Manual, facilitate the conduct of a mock audit, provide guidance on calibration and recertification, as well as other	<ul style="list-style-type: none"> <li>• Workplan indicating activities for Quality Manual Review, Mock Audit, calibration and certification timelines, other relevant activities</li> </ul>

<p>relevant activities in preparation for the renewal of ISO17025 and if applicable, other laboratory certifications, accreditations or similar instrumentalities</p>	<ul style="list-style-type: none"> <li>• Narrative Report on findings and recommendations upon review of the Quality Manual and conduct of mock audit</li> <li>• Updated Quality Manual</li> <li>• Relevant Documentation similar to a manual which include, but not limited to, flowchart, step by step process, and timeline to acquire ISO17025 certification or recertification</li> </ul>
<p>Assist with licenses, permits, and/or new certifications on behalf of DOST-ASTI to allow the EPDC to comply with existing laws and regulations or improve its services</p>	<ul style="list-style-type: none"> <li>• Workplan or Activity Timeline</li> <li>• List of requirements for license, permit or certification</li> <li>• Budget estimate for license, permit or certification</li> <li>• Relevant Documentation similar to a manual which include steps to acquire license, permit or certification</li> </ul>
<p>Assist, suggest and provide support in promotional activities, business meetings, and industry-oriented marketing events for electronic companies, schools, and government institutions</p>	<ul style="list-style-type: none"> <li>• Workplan or Activity Timeline</li> <li>• Number of meetings with new clients <ul style="list-style-type: none"> <li>▪ Academe: at least three (3)</li> <li>▪ Industry: at least three (3)</li> <li>▪ Government: at least three (3)</li> </ul> </li> <li>• At least three (3) Memoranda of Agreement or similar document (such as contracts) with entities from academe, industry or government.</li> <li>• Relevant Documentation/Narrative Report</li> </ul>
<p>Propose trainings and certifications for the EPDC staff</p>	<ul style="list-style-type: none"> <li>• Workplan or Activity Timeline</li> <li>• List of trainings and/or certifications including information on providers, date of training, estimated budget, requirements and other necessary details</li> <li>• Relevant Documentation/Narrative Report</li> </ul>

Notes:

- The workplans/activity timeline mentioned in the table should be integrated into a single workplan that shall be submitted within five (5) working days from start of consultancy.
- The Documentation/Narrative report can be contained or be part of the monthly accomplishment reports that will be submitted as basis for payment. Other outputs mentioned should also form part of the report on the month the output was accomplished. Content of monthly reports should generally be aligned with the submitted work plan.

- A Final Report shall be submitted to encapsulate what transpired during the consultancy, highlighting accomplishments, outcomes, key learnings, and recommendations for each item in the Scope of Work.

#### IV. RESPONSIBILITIES OF THE CONSULTANT

Aside from delivering the expected outputs based on the scope of work, the Consultant is also expected to abide by the following clauses:

##### A. Coordination and Communication

Close coordination and communication with the DOST-ASTI, its officials, and/or staff which also include scheduled activities such as the conduct of regular monthly meetings, physically or virtually, and submission of monthly progress report. Likewise, the Consultant shall accompany the DOST-ASTI in meetings when requested by DOST-ASTI or as necessary. The DOST-ASTI must be informed of any meetings attended by the Consultant pertaining to EPDC.

The DOST-ASTI shall have full access to any information, data, documents, or working records acquired or used by the Consultant during the course of consultancy.

##### B. Confidentiality

The Consultant shall not release any information or data obtained in the course of this consultancy to any person or entity without written consent from the DOST-ASTI. The Consultant shall sign a Non-Disclosure Agreement.

##### C. Intellectual Property

All intellectual property, including studies, reports or other materials, models, spreadsheets, or otherwise, prepared, developed or produced by the Consultant shall belong to and remain the property of the DOST-ASTI. The Consultant should not retain a copy of such documents and software, for any purpose.

#### V. PAYMENT SCHEME/SCHEDULE

The consultancy will run for a period of six (6) months. The ABC for the project is SEVEN HUNDRED FIFTY THOUSAND PESOS (Php750,000.00), inclusive of all government taxes, fees and charges, and other incidental and administrative costs. Payment shall be in accordance with the following delivery schedule and subject to the usual government accounting and auditing requirements:

- **TEN PERCENT (10%)** upon submission of Work Plans/Activity Timelines
- **EIGHTY PERCENT (80%)** to be equally distributed over a period of six (6) months upon submission of an Accomplishment Report at the end of each month
- **TEN PERCENT (10%)** upon submission of Final Report

Payment shall be made only upon certification/acceptance by the End-User to the effect that the services have been rendered or delivered in accordance with this TOR and have been duly inspected and/or accepted.

**VI. RESERVATION CLAUSE**

The DOST-ASTI reserves the right to reject any and all bids, declare a failure of bidding or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

**ANNEX A: QUALITY-BASED EVALUATION**

CONSULTING SERVICES FOR THE OPERATION OF THE ELECTRONICS PRODUCT DEVELOPMENT CENTER

TOR\_2022-08-31

<b>CRITERIA</b>		<b>WEIGHT (%)</b>		
<b>Quality of Personnel</b>		<b>10%</b>		
<b>Rating Factors</b>				
The bidder should have at least the following number of personnel: <ul style="list-style-type: none"> <li>One (1) Principal/ Lead Consultant</li> <li>At least one (1) Key Expert</li> </ul>	2 Personnel (1 Lead + 1 Key Expert)		4%	
	More than 2 Personnel (1 Lead + 2 or more Key Personnel)		<b>6%</b>	
Lead Consultant and Key Expert must at least have a BS Degree in Engineering, Physics or other relevant field such as Business, Management, Accountancy, Entrepreneurship, or Law	All have BS Degree		2%	
	At least 1 has MS Degree		3%	
	At least 1 has PhD		<b>4%</b>	
<b>Experience and Capability of Consultant</b>		<b>40%</b>		
<b>Rating Factors</b>				
Experience in Electronics in any of the following: design, manufacturing, testing <ul style="list-style-type: none"> <li>Lead Consultant: At least three (3) years of relevant experience</li> <li>Key Expert/s: At least two (2) years of relevant experience</li> </ul>	<b>Lead Consultant</b>			
	Less than 3 years experience		5%	
	3 to 5 years experience		7%	
	More than 5 years experience		<b>10%</b>	
	<b>Key Expert</b>			
	Less than 2 years experience		5%	
	2 to 5 years experience		7%	
	More than 5 years experience		<b>10%</b>	
Relevant experience with Electromagnetic Compatibility (EMC) Testing including calibration of equipment	0 project		0%	
	1 project		10%	
	2 or more projects		<b>12%</b>	
Relevant experience with PCB Fabrication and Assembly	0 project		0%	
	1 project		2%	
	2 or more projects		<b>3%</b>	
Relevant experience with Product Safety Testing including	0 project		0%	
	1 project		2%	
	2 or more projects		<b>3%</b>	
Relevant experience in applying for government permits and/or licenses, particularly relating to environmental law compliance such as obtaining Environmental Compliance Certificate (ECC)	0 permit obtained		0%	
	1 permit obtained		1%	
	2 or more permits obtained		<b>2%</b>	
<b>Plan of Approach and Methodology</b>		<b>50%</b>		
<b>Rating Factors</b>				
Process walkthrough and methodology for ISO 17025 Certification	1 Updated Quality Manual		<b>10%</b>	
	1 Relevant Documentation or Manual for ISO 17025 certification		<b>20%</b>	

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Marketing Approach and Methodology	2 Marketing Activities/Events		8%
	3 or more Marketing Activities/Events		<b><u>10%</u></b>
	3 MOAs or similar document such as Contracts		9%
	4 or more MOAs or similar document such as Contracts		<b><u>10%</u></b>
<b>Total</b>		<b>100%</b>	
<b>Passing Rate</b>		<b>70%</b>	