



**BID BULLETIN No. 2025 - 001**

August 13, 2025

**Procurement of Consultancy Firm for the Preparation of the Philippine Retirement Authority’s (PRA) Business Development Plan and Roadmap for a Sustainable Retirement Program (FY 2027 – FY2032)**

This Bid Bulletin is issued for the guidance and information of all concerned and shall form an integral part of the Bidding Documents.

**A. Corrections/ Revisions in the Terms of Reference (TOR)**

<i>SECTION</i>	<i>POSTED</i>	<i>APPROVED</i>
<b>General Information</b>	12 to 15 months	<b>9 to 12 months</b>
<b>Objectives: Specific</b>	A to C only	<b>Additional:</b> D. To illustrate through a Growth Roadmap all elements of the 6-year Business Development Plan
<b>Scope of Work</b>	<i>1<sup>st</sup> Par</i> 10-year Business Development Plan	<b>Correction 1<sup>st</sup> Par.:</b> 6-year Business Development Plan
	<ul style="list-style-type: none"> <li>A. Inception Report (Preliminary Planning)</li> <li>B. 6-Year Business Development Plan and PRA’s Growth Roadmap</li> <li>C. Business Implementation Plan or Project Implementation Plan</li> </ul>	<ul style="list-style-type: none"> <li>A. Inception Report (Preliminary Planning)</li> <li>B. The PRA Key Growth Areas</li> <li>C. Business Implementation Plan or Project Implementation Plan</li> <li><b>D. Business Development Plan with Growth Roadmap (Final Report)</b></li> </ul> <p><i>Except for item A. Inception Report, the above revisions to scope also affected some content/narrative for each item, including the identified approving body (Management and Board) per deliverable.</i></p>
<b>Deliverables</b>	A. Inception Report (Preliminary Planning)	A. Inception Report (Preliminary Planning)

29/F BDO Towers Valero Condominium Corporation Paseo de Roxas, Makati City 1209 Metro Manila, Philippines

+632.8848.1412- 16 +632.8848.1421 inquiry@pra.gov.ph www.pra.gov.ph PhilippineRetirementVisa





<b>SECTION</b>	<b>POSTED</b>	<b>APPROVED</b>
	<p>B. 6-Year Business Development Plan and PRA's Growth Roadmap  <i>B.1. Report on PRA's Business Ecosystem</i>  <i>B.2. Business Proposals per KGA</i>  <i>B.3. Development Plan and Roadmap</i></p> <p>C. Business Implementation Plan or Project Implementation Plan</p> <p><i>Progress Report must be submitted every other month from the issuance of NTP or as may be required.</i></p>	<p>B. Report on PRA's Business Ecosystem Mapping            C. Business Proposals per KGA            D. Business Implementation Plan or Project Implementation Plan            E. Business Development Plan with Growth Roadmap (Final Report)</p> <p><i>Progress Report must be submitted as may be required.</i></p>
<b>Project Duration</b>	<p><i>Table reflects the following total duration per deliverable including review and revision period:</i></p> <ul style="list-style-type: none"> <li>• Duration (pertaining to submission) =360 calendar days or 12 months</li> <li>• Review Period= 51 calendar days or 2 months</li> <li>• Revision Period = 25 Calendar Days or 1 month</li> </ul>	<ul style="list-style-type: none"> <li>• Duration (pertaining to submission) =280 calendar days or 9 months</li> <li>• Review Period = 51 calendar days or 2 months</li> <li>• Revision Period = 25 Calendar Days or 1 month</li> </ul>
<b>Project Budget</b>	<p><i>Allotted Percentage of the total ABC and the equivalent amount per deliverable are as follows:</i></p> <p>A. Inception Report (PRA Management-Approved/Accepted) – <b>10%</b></p> <p>B. 6-Year Business Development Plan and PRA's Growth Roadmap  <i>B.1. Report on PRA's Business Ecosystem (PRA-Management-Approved) - 15%</i>  <i>B.2. Business Proposals per KGA ((PRA Management-approved) – 30%</i></p>	<p><i>Allotted Percentage of the total ABC and the equivalent amount per deliverable are as follows:</i></p> <p>A. Inception Report ( PRA-Management-Approved/Accepted) – <b>15%</b></p> <p>B. Report on Business Ecosystem Mapping ( PRA-Management-Approved/Accepted) - <b>20%</b></p> <p>C. Business Proposal per KGA (PRA Management Approved/Accepted) <b>30%</b></p>

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<i>SECTION</i>	<i>POSTED</i>	<i>APPROVED</i>
	<p><i>B.3. Board-approved Development Plan and Roadmap – 20%</i></p> <p>C. Business Implementation Plan or Project Implementation Plan (PRA-Management-Approved) – <b>25%</b></p> <p><b>TOTAL 100%</b></p>	<p>D. Business/ Project Implementation Plans (PRA-Management Approved) <b>20%</b></p> <p>E. PRA Business Development Plan and Roadmap (Board-Approved Final Report) -<b>15%</b></p> <p><b>TOTAL 100%</b></p>
<b>Implementation Arrangement</b>	The Consultant will be contracted under the PRA terms and conditions and undertake the assigned tasks and responsibilities under the direct supervision of the Corporate Planning Division of PRA.	The Consultant will be contracted under the PRA terms and conditions and undertake the assigned tasks in coordination with the Corporate Planning Division of PRA, as the Office Primary Responsible for the project.
<b>Consultant Qualifications and Experience</b>	Marketing Expert	<i>Changed to <b>Marketing Analyst</b>, but with the same qualifications</i>
<b>Proposal Submission</b>	<p><i>1<sup>st</sup> Par.</i> The project will be procured through Competitive Bidding. Parties interested ... and submit proposals to the PRA Bids and Awards Committee (BAC).</p> <p><i>2<sup>nd</sup> Par.</i> A detailed technical proposal substantially providing the content of the comprehensive report as part of the Deliverables stated in the Scope of Work must be prepared and submitted by the Party Proponent to the BAC. The Party Proponent may present its proposal in a manner that deviates from the outline provided under the Scope of Work and Deliverables, provided that such proposal substantially covers all the items indicated therein, and the deviation assists in the proper consideration of the Party Proponent's proposal.</p>	<p><i>1<sup>st</sup> Par.</i> The project will be procured through Competitive Bidding. Parties interested .... and submit proposals to the PRA Bids and Awards Committee (BAC) <b>as per the existing Procurement Law specific to this mode of procurement.</b></p> <p><i>2<sup>nd</sup> Par.</i> The 3rd Party Consultant may present its proposal in a manner that deviates from the outline provided under the Scope of Work, provided that such proposal substantially covers all the items indicated therein, and the deviation assists in the proper consideration of the PRA Project Team.</p>

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**B. Revision on the Stage 2: Evaluation of Bids (Rating Criteria)**

<b>SECTION</b>	<b>POSTED BIDDING DOCS</b>	<b>REVISION</b>
Request for Expression of Interest	a. Timeline - 50%	a. Workplan/Methodology - <b>40%</b>
	b. Financials - 50%	- All phases covered
	-----	- Components are clear as to deliverables and output
	Total - 100%	- 3 Programs/Projects per KGA
		b. Timeline - <b>40%</b>
	c. Financials - <b>20%</b>	
	<b>Total</b>	<b>100%</b>

Prepared by:

  
**Ruby D. Abriol**  
*BAC Secretariat, Member*

Reviewed by:

  
**John Oliver Q. Sanota**  
*BAC Secretariat, Head*

Noted by:

  
**Atty. Maria Milagros R. Lisaca**  
*BAC, Chairperson*

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