



**Bidding Requirements**  
**for Recruitment Agencies for the**  
**Implementation of the Hand-in-Hand**  
**Project in the Philippines**



## INTRODUCTION



Dear Recruitment Agencies,

We are very pleased to meet you as interested parties in the project presented here.

We look forward to receiving your bid and hope that you meet the criteria we are looking for.

Please note the requirements set out in this draft contract.

If you have any questions regarding the bidding process or requirements don't hesitate to contact us.

We would be very pleased to establish a positive cooperation with you and to advance the joint project.

Yours sincerely

Christopher Zimmer

Executive Director



## 1. Project introduction

'Hand in Hand for International Talents' is a joint pilot project of the Federal Employment Agency (BA) and DIHK Service GmbH, which is funded by the Federal Ministry for Economic Affairs and Energy. The current project period is from April 2024 to December 2027.

The aim of the project is to develop and test a practical process to attract and place qualified specialists in IHK professions from third countries. To this end, specialists will be recruited from selected pilot countries and the IHK-AHK network will be used in conjunction with the Federal Employment Agency. The coordination of the project in the Philippines will be spearheaded by the German-Philippine Chamber of Commerce and Industry (AHK).

The basic aim is to recruit skilled workers from the fields of electrical engineering and mechatronics.

More information on recruitment targets can be found on point 3 of this agreement.

As part of the placement process, an accredited recruitment agency shall be chosen to implement the recruitment activities in the Philippines. A bidding will ensue and a contract will be awarded to an agency who will meet the desired criteria.

Further information about the project can be found on the [DIHK](#) website and Annex 1 for the information flyer.

## 2. Document/ Application consignment

The bidder can submit his offer on time and in the correct form electronically by email to: [judy.uri@gpcci.org](mailto:judy.uri@gpcci.org) and [kristina.silan@gpcci.org](mailto:kristina.silan@gpcci.org)

**2.1** Interested parties are invited to submit their proposals for the recruitment of 100 Filipino professionals for the project. Proposals should detail the cost structure, calculated per individual, understanding that the exact number of recruits may vary based on project needs.

**2.2** All proposals including the necessary documentation must be submitted by March 7, 2025 (Friday), 11:59 PM. **(Deadline)**



### **3. Selection Requirement and Criteria:**

All bidders must meet the following legal and regulatory compliance requirements to qualify for consideration. These requirements are non-negotiable and serve as a prerequisite for participation in the bidding process. Failure to provide the necessary documentation will result in automatic disqualification, regardless of the agency's performance in the evaluation criteria.

1. Accreditation with the Department of Migrant Workers (DMW) – Submission of a valid DMW Accreditation Certificate.
2. Valid Business License and Permits – Submission of the following:
  - Securities and Exchange Commission (SEC) Certificate
  - Bureau of Internal Revenue (BIR) Certificate of Registration (COR)
  - Business Permit issued by the Local Government Unit (LGU)

Only agencies that successfully meet these legal and regulatory requirements will proceed to the formal evaluation process.

The bidders will be evaluated based on the following criteria. *(See Annex 2 for the scoring system).*

#### **3.1 Experience and Expertise (35%)**

- Track Record in International Recruitment (10%)
- Industry-Specific Expertise (8%)
- Knowledge of Germany's Immigration and Labor Laws (7%)
- List of Top 3 Clients (5%)
- Policies on Complaint Resolution Mechanism (5%)

#### **3.2 Cost of Services (40%)**

- Cost Breakdown of Recruitment Fees and Other Relevant Costs (25%)
- Sample Contract or Fee Schedule (15%)



### **3.3 Operational Capacity (10%)**

- Organizational Chart of Agency's Structure (3%)
- Number of Staff / Recruitment Officers (2%)
- Recruitment Process and Timeline (3%)
- Description of Post-Placement Services (2%)

### **3.4 Financial Stability (15%)**

- Financial Statement for the Last 3 Years (15%)

Final Scoring:

Agencies will be evaluated using a weighted scoring system, with scores assigned based on compliance with the criteria above.

## **4. Bidding process**

The procurement of all goods and services under this threshold set by the organization shall be conducted, to the maximum extent practical, in a manner providing full and open competition.

**4.1** In order to eliminate unfair competitive advantage, contractors who develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals must not be involved in competing for such procurements.

**4.2** The German-Philippine Chamber of Commerce shall endeavor solicit to at least three competitive bids from the list of accredited vendors and other qualified vendors using Request for Proposal (RFP) for services.

**4.3** The opening of the offers takes place after the participation or offer deadline has expired. The bidders are not permitted to take part in the opening.



**4.4** The offers submitted by the applicants/bidders on time on the basis of these tender documents will be examined to ensure that there are no grounds for exclusion (including completeness of the offers and compliance with all mandatory requirements of the service description) and that the eligibility criteria are met.

**4.5** The bids Committee ultimately award the contract to the bidder who submits the most well-rounded and value driven proposal in accordance with the invitation and the provisions contained therein for evaluating the offer.

**4.6** The bids committee reserves the right to reject any or all applications if submissions fail to meet the established standards, requirements, or project objectives.

**4.7** The Bids Committee, comprised 3 members from the Hand-in-Hand Philippines team, HR and Finance, can declare a failure of bidding in the following cases:

- No bids are received, or the minimum 3 quotes is not attained
- All prospective bidders are declared ineligible
- All bids fail to comply with all the bid requirements
- In cases where failure of bidding has been declared twice, the Bids Committee can recommend entering into negotiated procurement.

**4.8** In the event of a tie, the contract will be awarded to the bidder with the higher number of points in the 'Experience and Expertise' criterion.

**4.9** If the submitted application is successful, a contract will be concluded with the bid applicant.

**4.10** The detailed contractual arrangements and the conclusion of the contract are negotiated and determined in a separate process.



## **5. Area of responsibility and tasks Recruitment Agency**

The partner recruitment agency will be responsible for all recruitment-related activities, ensuring that the process meets the highest ethical and operational standards. These roles and responsibilities serve as guiding principles and will be further refined in the formal contract with the selected recruitment agency after the bidding process.

*(See Annex 3 and 4 for AHK and Recruitment Agency's scope of work and the recruitment process. Note that the recruitment process flow will be adjusted based on the discussions after the offer)*

### **5.1 Recruitment and Candidate Selection**

- Implement structured recruitment campaigns for targeted occupations.
- Conduct extensive candidate outreach via digital job portals, professional networks, and community engagements.
- Perform competency-based assessments and technical screening to verify qualifications and job fit, in collaboration with BA and DIHK Service GmbH, coordinated by AHK.
- Ensure that all recruited professionals meet language, technical, and certification requirements for German employment.

### **5.2 Candidate Support for Pre-Departure and Visa Processing**

- Assist applicants with the visa application process, ensuring compliance with German labor and migration regulations.
- Coordinate with medical facilities for health screenings and certification compliance.
- Provide pre-departure orientation sessions.

### **5.3 Employer Accreditation with the Department of Migrant Workers (DMW)**

- Support German employers in the accreditation process with the DMW in coordination with BA, monitored by AHK.
- Ensure compliance with all legal and documentary requirements for hiring Filipino workers.



#### 5.4 Reporting and Compliance

- Provide regular progress reports to AHK on recruitment metrics, placement status, and compliance issues.
- Maintain a transparent and auditable system for tracking all recruitment activities.
- Ensure strict adherence to ethical recruitment practices, prohibiting unauthorized fees and exploitation.

#### 5.5 Post-Placement Monitoring

- Track the status of recruited professionals throughout their employment period in Germany until the end of their initial contract.

### 6. Target Groups

We are looking for qualified specialists, especially in the following areas:

German Occupational Category	German Reference Occupation
<b>Occupations in Metalworking</b>	<ul style="list-style-type: none"> <li>• Industrial Mechanic</li> </ul>
<b>Occupations in Electrical Engineering and Automation technology</b>	<ul style="list-style-type: none"> <li>• Electronics technician</li> </ul>
<b>Occupations in Electrical Engineering</b>	<ul style="list-style-type: none"> <li>• Electronics Technician for Instrument and Systems</li> </ul>
<b>Occupations in mechatronics and automation technology</b>	<ul style="list-style-type: none"> <li>• Mechatronics technician</li> </ul>





## **7. Goal setting**

- During the process, a number of up to 100 qualified persons in the field of electronics and mechatronics are to be recruited.
- However, there is no guarantee that the total number of 100 recruited persons will be reached.

## **8. Timeline**

- The publication of the bidding in the AHK website and social media channels will commence on February 17, 2025 (Monday) and will close on March 7, 2025 (Friday) at 11:59 PM.
- The review of proposals will be from March 10-13, 2025.
- Awarding of contracts is expected to be on March 14, 2025.

## **9. Time Frame and Duration of Contract**

- Expected signing of contract: March 18, 2025
- Expected end of service provision: December 31, 2027
- The contract will be awarded from the moment the contract is signed until December 31, 2027. In the event of early termination, below mentioned notice period applies. Collaboration for further project years will be the subject of a renewed commission and must be examined on a case-by-case basis.

## **10. Termination of contract**

- If significant quality deficiencies are repeatedly identified in the cooperation, the AHK has the right to terminate the contractual relationship with a notice period of 3 months after consultation with and approval by DIHK Service GmbH.
- All services to be provided by the service provider are covered by the contractually agreed amount. Demanding further fees from the contractor or the course participants is strictly prohibited and will result in the immediate cancellation of the contract.



## **11. Right of extraordinary termination for good cause**

AHK reserves the special right of determination to unilaterally terminate the contract with the recruitment agency if performance quality standards, compliance obligations, or ethical recruitment principles are not met. Termination may be initiated in cases of:

- Failure to meet agreed recruitment targets or process timelines
- Non-compliance with legal, ethical, or regulatory standards as outlined in the contract
- Lack of transparency in reporting, candidate management, or financial accountability
- Repeated quality deficiencies in candidate selection, preparation, or employer accreditation
- AHK shall provide written notice of deficiencies and an opportunity for corrective action before exercising this right. If unresolved within the agreed timeframe, contract termination will proceed without financial liability to AHK.

## **12. Miscellaneous**

The applicant/bidder undertakes to keep the tender documents and all other non-obvious information that he becomes aware of through participation in the tender procedure confidential during and after the completion of the tender procedure. This obligation of the applicant/bidder applies without any geographical or temporal restrictions and also to companies associated with the applicant/bidder. The applicant/bidder acknowledges that the text of the tender documents is protected by copyright.

In addition, the applicant/bidder undertakes not to provide any information about his participation, the status of the tender procedure or other circumstances of the tender procedure, including to the media, until the contract is awarded. A breach of this confidentiality obligation can lead to the exclusion of the applicant/bidder in question. This obligation also applies to third parties commissioned or involved by the contractor (e.g. any subcontractors).

