**Annex 1**

**Required Qualifications of the Resource Person(s)**

An individual or institutional resource person(s) applying for the **Development of Demonstration Companies (DMP) Project on Catalyzing Productivity through Innovation Management and Research Commercialization in State Universities and Colleges** should meet the followings qualifications:

1. **Eligibility**
2. Individuals: Authorized to contract; able to commit the required level of effort (LOE) and travel; and no conflict of interest with participating SUCs.
3. Institutions/consortia: Legally registered; nominate a lead resource person/expert and project manager; provide backstopping/QA and named specialists (IP/TT, incubation/acceleration, market validation, sector experts).
4. Applicants should not come from or reside in the Philippines.

**2. Educational Background**

1. Minimum of a bachelor’s degree in business administration, economics, engineering, intellectual property management, innovation management, or related fields.
2. Advanced degrees (Master’s or PhD) in technology innovation, commercialization, intellectual property and technology transfer, or R&D management will be considered an advantage.

**3.** **Professional Experience**

1. Lead expert: ≥10 years in research commercialization/technology transfer/innovation management within HEIs or public R&D organizations.
2. Demonstrated delivery of at least three of the following in the last five years:

* executed IP licenses/options or know-how/technology adoption agreements;
* university spinoffs/startups enabled to product–market fit or seed/series funding;
* cohort-based incubation/acceleration programs run with HEIs; or
* institution-level innovation/technology transfer (TT) capacity-building programs (policy/process/tools).

1. Proven support to SUCs/HEIs/public R&D on research productivity, IP protection, and TT, evidenced by references/outputs.

**4. Technical Expertise**

1. IP strategy across the life cycle: disclosure, assessment, protection, commercial readiness level (CRL) or technological readiness level (TRL) progression, valuation, licensing, and revenue sharing.
2. University innovation systems: commercialization pathways, TTO operations, incubation/acceleration design, industry–academia collaboration, open innovation.
3. Business modeling and market validation (problem/solution fit, customer discovery, early unit economics), and startup/venture-building in HEI contexts.
4. Mentoring faculty/researchers/technology managers; competence in adult learning and applied coaching.
5. Preferred: Experience with productivity improvement toolkits (lean/kaizen/DMAIC) integrated with innovation pipelines.

**5. Program Delivery and Project Management**

1. Design/delivery of cohort-based training, mentoring, and in-company/site-based demonstration interventions.
2. Managing multistakeholder projects (academia–industry–government), with change management in academic settings.
3. Monitoring and evaluation: ability to set baselines and track commercialization/productivity KPIs (e.g., disclosures, IP filings, deals, startup survival, time-to-license, R&D to revenue lag).

**6.** **Communication and Interpersonal Skills**

1. Excellent verbal and written communication skills, with the ability to convey technical information in a clear, concise manner.
2. Strong interpersonal skills to engage effectively with various stakeholders.
3. Proven ability to work in cross-cultural settings and adapt communication styles accordingly.

**Annex 2**

**Cover Letter Format (Submitted on Letterhead of Institutional Bidders)**

To

In-country Program Division

Asian Productivity Organization

1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033

**Subject line: Development of Demonstration Companies (DMP) Project on Catalyzing Productivity through Innovation Management and Research Commercialization in State Universities and Colleges**

Dear Program Officer:

1. We, the undersigned, having carefully examined the Request for Proposal (RFP) document for the Development of Demonstration Companies (DMP) Project on Catalyzing Productivity through Innovation Management and Research Commercialization in State Universities and Colleges, propose to provide the required services in full conformity with the RFP document.

2. We have read all the provisions of the RFP document and confirm that they are acceptable to us.

3. We further declare that additional conditions, variations, and/or deviations, if any, found in our proposal shall not be put into effect.

4. We agree to abide by the terms in this proposal, consisting of this letter, the approach and methodology, the financial proposal, and all other documents for submission of proposals as stipulated in the RFP document and modifications resulting from work order negotiations, and it shall remain binding upon us and may be accepted by you at any time within a maximum of 90 days of the date of submission of the proposal.

5. Until the formal final work order is prepared and executed between us, this proposal, together with your written acceptance of it and your notification of awarding the project, shall constitute a binding work order between us.

6. We declare that all the information and statements in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification from consideration.

7. We understand that you are not bound to accept any proposal you receive, nor to give a reason for rejection of any proposal, and that you will not bear any expenses incurred by us in preparing and submitting this proposal.

Yours sincerely,

<Signature>

**Name**

**Date:** dd mm 2025

**Designation**

**Annex 3**

**Organizational Details**

|  |  |
| --- | --- |
| **Details of the Organization** | |
| Name of Organization |  |
| Date of Incorporation/Establishment |  |
| Date of Commencement of Business |  |
| Address of Registered Office |  |
| Address for Correspondence |  |
| Areas of Expertise Related to This Project |  |
| Name of Contact Person |  |
| Mobile Phone Number of Contact Person |  |
| Email Address of Contact Person |  |

**Note: For individual bidders, the information can be modified as necessary**

**Annex 4**

**Experience in Similar Projects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Details** | | | | |
| S. No. | Project client | Project details | Year project was undertaken | List of supporting documents or samples enclosed |
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