



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR PROPOSAL

- The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the *“Engagement of a Contract of Service for the DBM’s Competency Framework and Succession Planning”* in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : *“Engagement of a Contract of Service for the DBM’s Competency Framework and Succession Planning”*

Approved Budget for the Contract : Seven Hundred Ninety One Thousand Six Hundred Sixty-Six Pesos and 67/100 (Php791,666.67)

Terms of Reference : See the attached Annex “A” for Terms of Reference

Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila

Delivery Term : See attached schedule in the Terms of Reference (Annex “A”)

- The DBM now calls for the submission of eligibility documents for Consulting Services of the above-mentioned Project. The Consultant is expected to meet the following objectives for the duration of the Project:
 - To complete the Department’s competency Framework within ninety (70) days from the date of receipt of Notice to Proceed; and
 - To complete the succession pool for all key positions in the Department within ninety (98) days from the completion of the Department’s Competency Framework.

Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project (see Annex A).

- In accordance with Section 24 of R.A. No. 9184 and its IRR, the criteria and rating system are:
 - i. Experience and capability of the consultant in all of the following areas (50 points):
 - a. Competency Framework Development;
 - b. Development of Competency Profiles including proficiency levels and behavioral indicators;
 - c. Competency Measurement and Assessment;
 - d. Identification of critical positions and potential successors; and
 - e. Assessment of results and gap analysis;

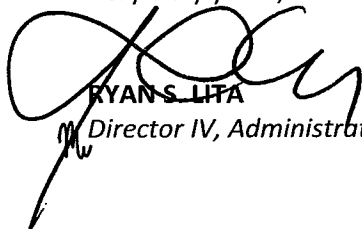
- ii. Similar projects completed in the government sector (30 points)
 - iii. Qualification of the principal/technical consultant (20 points)
- The DBM shall evaluate bids using the **Quality Based Evaluation (QBE)**. The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
- The DBM 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. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
- Scoring shall be based on eligibility documents submitted, considering the criteria and rating system mentioned above.
- The minimum score required for each criterion is, as follows:
 - (i) Applicable experience of the consultant (38 points);
 - (ii) Similar projects completed in the government sector (20 points); and
 - (iii) Qualification of the principal/technical consultant (5 points).
- Interested suppliers are required to submit the following documents as eligibility requirements during submission of offer/quotation:
 - Valid and current Mayor's Permit or BIR Certificate of Registration (In cases of recently expired Mayor's/Business permits, they shall be accepted together with their respective official receipts as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the IRR of R.A. No. 9184.)
 - 2016 Income/Business Tax Return
 - PhilGEPS Registration Number
 - Notarized Omnibus Sworn Statement
 - Price Quotation Form (Annex "C")
 - Statement of all Government and Private Contracts completed which are similar in nature (Use Annex D)
 - List of all Ongoing Government and Private Contracts including contracts awarded but not yet started (Use Annex E)
 - Curriculum Vitae (Use Annex F)

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

 1. Diploma
 2. Certificate of Employment
 3. Professional Certifications and/or Licenses
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder

- Submission of quotation and eligibility documents is on or before **3:00 p.m. of April 10, 2018** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila.
- For inquiry, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,



RYAN S. LITA

Director IV, Administrative Service

TERMS OF REFERENCE

**ENGAGEMENT OF A CONTRACT OF SERVICE PERSONNEL
FOR THE DEPARTMENT OF BUDGET AND MANAGEMENT'S COMPETENCY FRAMEWORK AND
SUCCESSION PLANNING**

I. Background

The Department of Budget and Management is currently in the process of establishing Competency-based Human Resource Management and Development Systems that are responsive to the needs of the organization and are consistent with the requirements of the Civil Service Commission's PRIME HRM.

An initial step towards achieving that goal is the development of the department's competency framework that would define the knowledge, skills, and attributes needed for people to effectively and efficiently perform their job.

Members of the Administrative Service-Human Resource Management Division (AS-HRMD) of the Department along with selected personnel from other Bureaus/Offices initially crafted the competency profiles of thirty (30) positions and are currently in the process of doing the rest for all the positions in the Department. Given, however, the time constraints and the immediate need to finish the same, the engagement of a contract of service personnel to focus and assist in the full development of the department's competency framework, would ensure the completion of the project.

Subsequently, the AS-Human Resource Development Division (AS-HRDD) needs to establish the Department's succession plan. Again, the engagement of a contact of service personnel will ensure that the same shall be built on the Department's competency framework, and that a succession pool, with accompanying development plan, for all key positions in the Department is completed.

II. Objectives

The objectives of this engagement are to complete the Department's Competency Framework within ninety (70) days from the date of receipt of Notice to Proceed and complete the succession pool for all key positions in the Department within ninety (98) days from the completion of the Department's Competency Framework.

III. Qualification Requirements

The contract of service personnel should have:

1. An extensive knowledgeable in competency profiling and succession planning as evidenced by previous engagements on the same;
2. Background in government operations; and
3. Good Analytical, Facilitation, Communication and Interpersonal Skills.

IV. Scope of Work

1. Job Analysis and Review of Current/Existing Competencies

Shall include the review of: (1) DBM's existing Competency Profiles (30 positions), including those that are yet to be validated; (2) Updated Job Descriptions; (3) Organization Structure and Functions; (4) and other related materials/documents as inputs in effectively identifying required competencies.

2. Profiling

Shall determine and conduct appropriate strategies and approaches to effectively identify the Knowledge, Skills and Behaviors, necessary to achieve successful job performance. Various approaches may include, interviews, focus group discussions, conduct of survey/questionnaires or direct observation.

3. Validation

Shall facilitate the review and refining of competency profiles with stakeholders and document the results.

4. Writing of Competency-based Job Descriptions

Shall prepare the Competency-based Job Descriptions with specific sections on Competency-based Qualification Standards, Competency Requirements (Core, Organizational and Leadership Competencies based on the DBM's Competency Framework) and the Technical Competencies that shall also contain the statement of duties and responsibilities for all positions.

5. Creation of a Succession Pool

Shall identify high potentials, or those who possess the characteristics of successful performers in the Department's key position, together with their assessed competencies.

6. Prepare Individual Development Plan for High Potentials

Shall prepare development interventions needed to prepare each of the high potentials to the key position(s) they are pooled for.

V. Schedule of Payment and Deliverables

The contract of service personnel will be paid the amount not more than the approved budget for the project, chargeable against appropriate DBM funds and subject to any tax obligations/deductions that may be imposed upon submission and acceptance of required outputs and deliverables, as follows:

	Deliverable	Payment
1	Initial identification of Competencies	10% of the contract price
2	Conduct of Validation Activities	10% of the contract price
3	Submission of Draft Competency Profiles	10% of the contract price
4	Submission of Competency-Job Descriptions	30% of the contract price
5	Submission of the Succession Pool	20% of the contract price
6	Submission of the Individual Development Plan for identified High Potentials	20% of the contract price

5

Travel expenses, at allowable government rates, for official travels of the contract of service personnel, whenever necessary and as authorized by the Secretary, shall be chargeable against appropriate DBM funds, subject to existing budgeting, accounting, and auditing rules and regulations.

VI. Dispute Resolution

Any dispute resolution arising out of the contract, which cannot be amicably settled, between DBM and the firm, shall be referred to adjudication/arbitration in accordance with the laws of the Republic of the Philippines.

VII. Liability

In case the individual consultant fails to satisfactorily complete the services required under the contract, the same shall be liable for damages of the delay. Consequently, the individual consultant will have to pay DBM liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of unperformed portion for every day of delay, but not more than ten percent (10%) of the contract amount.

VIII. Termination

The DBM or the firm may extra-judicially terminate the contract for any reason, by notifying the other party in writing, at least one (1) month prior to intended date of termination of contract.

r

ELIGIBILITY DATA SHEET

The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to April 10, 2018 (see Annex E for format).

Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex D for format).

Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.

Each prospective bidder shall submit one (1) original eligibility documents.

DBM-BAC Secretariat
BAC Conference Room
Department of Budget and Management
Ground Floor, DBM Building III, General Solano St., San Miguel, Manila
Telefax No. 657-3300 local 3115
Email address: procurement@dbm.gov.ph

The name of the Project is "Engagement of a Contract of Service personnel for the Department of Budget and Management's Competency Framework and Succession Planning."

The address for submission of eligibility documents is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.

The place of opening of eligibility documents is the same with the above-mentioned address.

The date and time of opening of eligibility documents April 10, 2018, 3 p.m.

Similar contracts shall refer to *Completion of Competency Framework and Succession Planning*.

The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below.

Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

- (i) Experience of the consultant in all of the following areas (Number of years of applicable experience) (50 points);
 - a. Competency Framework Development;
 - b. Development of competency profiles including proficiency levels and behavioral indicators;
 - c. Competency measurement and assessment;

- d. Identification of critical positions and potential successors; and
- e. Assessment of result and Gap analysis.

(ii) Similar projects completed in the government sector (30 points); and

(iii) Qualification of consultant who will be assigned in the project (20 points).

The minimum score required for each criterion is, as follows:

(i) Experience of the consultant in all of the following areas (Number of years of applicable experience) (38 points);

a. Competency Framework Development;

b. Development of competency profiles including proficiency levels and behavioral indicators;

c. Competency measurement and assessment;

d. Identification of critical positions and potential successors; and

e. Assessment of result and Gap analysis.

(ii) Similar projects completed in the government sector (20 points); and

(iii) Qualification of consultant who will be assigned in the project (5 points).

Evaluation Criteria			
Criteria	Reference Guide Points		
	Percentage Equivalent	Equivalent Points (Maximum)	Equivalent Points (Minimum)
1. Experience of the consultant in all of the following areas:		50.00	38.00
a. Competency Framework Development;			
b. Development of competency profiles including proficiency levels and behavioral indicators;			
c. Competency measurement and assessment;			
d. Identification of critical positions and potential successors; and			
e. Assessment of result and Gap analysis.			
2. Similar Projects Completed in the Government Sector		30.00	20.00
3. Qualification of Consultant		20.00	5.00
Applicable certification/registration/affiliation of the Technical Consultant (international or local)			
Master's Degree or higher			
Total		100.00	63.00

PRICE QUOTATION FORM

Date: _____

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano St.,
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Completion of the Department of Budget and Management's Competency Framework and development of the Department's Succession Plan	▪ Identification of Competencies	1 lot		
	▪ Conduct of Validation Activities	1 lot		
	▪ Submission of Competency Profiles	1 lot		
	▪ Completion of Competency-Job Descriptions	1 lot		
	▪ Creation of Succession Pool for DBM's Key Positions	1 lot		
	▪ Preparation of Individual Development Plans for High Potentials	1 lot		
	▪ Please see attached Annex "A" for the Terms of Reference			
Total (inclusive of VAT)				

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative_____
Name of Company_____
Contact No.

**Statement of all Government and Private Contracts Completed
which are Similar in Nature**

Consultant's Name: _____

Consultant's Address: _____

Name of Client/Contact Person/Contact Number/Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name and Signature)

Date : _____

Instructions:

- a) Projects should be completed within ten (10) years immediately preceding December 31, 2017.
- b) Completed contract:
 - (i) Similar contract shall refer to Competency Framework and Succession Planning.
 - (ii) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.

**List of all Ongoing Government and Private Contracts Including
Contracts Awarded but not yet Started**

Consultant's Name: _____

Consultant's Address: _____

Name of Client/ Contact Person/ Contact Number/ Email Address	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : _____
(Printed Name and Signature)

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bided) prior to April 10, 2018.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

CURRICULUM VITAE (CV) OF THE CONSULTANT

Personal Information					
Name of Consultant					
Address		Contact No.		Email Address	
Date of Birth		Citizenship		Civil Status	
<i>Work Experience (start from the current employment)</i>					
Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

Current Workload (include workload or projects form other companies, if any)

Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

Relevant Training (start from the most recent)

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education (start from the most recent)

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other Credentials	Title	Date Received

Note:

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

4. Diploma
5. Certificate of Employment
6. Professional Certifications and/or Licenses

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

_____ Signature

Date: _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification

card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____