



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

NOTICE OF AWARD


MS. MYRNA S. CHUA
60-C J. P. Rizal Street, Calumpang
Marikina City

Dear **Ms. Chua:**


We are pleased to inform you that the contract for the Project, "Engagement of a Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing," is hereby awarded to you in the amount of One Million Pesos (P1,000,000.00).

Thank you and God Bless.

Very truly yours,


WENDEL E. AVISADO
Secretary




MYRNA S. CHUA
November 5, 2020



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

NOTICE TO PROCEED

MS. MYRNA S. CHUA

60-C J. P. Rizal Street, Calumpang
Marikina City

Dear **Ms. Chua:**

This is to inform that the performance of the obligations specified in the attached Contract for the Project, "Engagement of a Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing," shall commence upon receipt of this Notice to Proceed in accordance with Section 37.4 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (the Government Procurement Reform Act).

Thank you and God Bless.

Very truly yours,


WENDEL E. AVISADO
Secretary



I acknowledge receipt and acceptance of this Notice on November 6, 2020.

Name of Authorized Representative: MYRNA S. CHUA

Signature: 

CONTRACT No. 2020-25

**ENGAGEMENT OF A PROJECT-BASED CONSULTANT FOR THE
DEVELOPMENT OF STANDARDS AND GUIDELINES ON ORGANIZATION
AND STAFFING**

This CONTRACT made and entered into by and between the following:

DEPARTMENT OF BUDGET AND MANAGEMENT, a government agency created by virtue of the laws of the Republic of the Philippines, with principal office address at General Solano St., San Miguel, Manila, represented herein by its **SECRETARY, WENDEL E. AVISADO**, hereinafter called the "**DBM**";

- and -

MS. MYRNA S. CHUA, of legal age, Filipino, with residence address at 60-C J. P. Rizal Street, Calumpang, Marikina City, hereinafter called the "**Consultant**";

Collectively, the "**PARTIES**";

WITNESSETH:

WHEREAS, the approved Supplemental Annual Procurement Plan No. 10, CY 2020 included the Project, "Engagement of a Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing," with an Approved Budget for the Contract of P1,000,000.00;

WHEREAS, under Section 53.7 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, Negotiated Procurement (NP)-Highly Technical Consultants may be resorted to in the case of individual consultants engaged to do work that is: (i) highly technical or proprietary; or (ii) primarily confidential and policy determining, where trust and confidence are the primary considerations for the hiring of the consultant;

WHEREAS, the DBM intended to engage the services of the Consultant as a Highly Technical Consultant to review, update, enhance, and harmonize the Organization and Staffing guidelines applicable to national government agencies; prepare relevant issuance/s, as necessary; and organize the same in the form of a manual that will serve as a codified reference for both the DBM personnel and other government agencies;

WHEREAS, in accordance with Section V.D.7(b.ii) of Annex "H" of the 2016 Revised IRR of RA No. 9184, the DBM-BAC conducted a negotiation meeting with the Consultant on October 13, 2020 to discuss and clarify the project's Terms of Reference, including the documentary requirements, deliverables, timelines, and payment terms;

WHEREAS, the DBM-BAC, after the negotiation, and careful review and evaluation of the relevant documents, found the Consultant as legally, technically, and financially capable to undertake and fulfill the consultancy work based on the Terms of Reference;

WHEREAS, accordingly, the contract for the Project, "Engagement of a Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing," in the amount of One Million Pesos (P1,000,000.00), was awarded to the Consultant in accordance with Sections V.D.7(b.iii) and IV(L) of Annex "H" of the 2016 Revised IRR of RA No. 9184;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby mutually stipulate and agree as follows:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Terms of Reference referred to in Annex "A."
2. The following documents shall form and be read and construed as part of this Contract:

Annex	A	-	Terms of Reference
	B	-	Notice of Award

3. In consideration of the payments to be made by the DBM to the Consultant, the Consultant hereby covenants with the DBM to provide the consultancy services and the corresponding deliverables defined in the attached Terms of Reference.
4. The Consultant undertakes to perform the services with the highest standards of professional and ethical competence and integrity.
5. The Consultant shall not assign this Contract or subcontract any portion of it without the DBM's prior written consent.
6. The DBM hereby covenants to pay the Consultant, in consideration of the provision of the consultancy services and the corresponding deliverables the amount of One Million Pesos (P1,000,000.00) at the time and in the manner prescribed in the attached Terms of Reference.
7. The Consultant shall be engaged by the DBM for a period of five (5) months. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.
8. Entire Agreement. All parties agree that this Contract, including the attached Annexes, contains their full agreement and supersedes all previous agreements, either written or oral, if there are any. No agreements, understandings, commitments, discussions, warranty, representations or other covenants, whether oral or written, between the parties are included in this Contract, including the attached Annexes, except as set forth herein.

(5)



IN WITNESS WHEREOF, the parties hereto have signed this Contract on this ____ day of _____, 2020 at General Solano St., San Miguel, Manila, Philippines.

FOR THE DBM:

WENDEL E. AVISADO
Secretary



FOR THE CONSULTANT:

Myrna S. Chua
MYRNA S. CHUA
Consultant

SIGNED IN THE PRESENCE OF

[Signature]

KIM ROBERT C. DE LEON
Assistant Secretary
Office of the Secretary

[Signature]
EDITHA S. SANTIAGO

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

MANILA

NOV 05 2020

BEFORE ME, a Notary Public for and in the City of _____, Philippines on this ____ day of _____, 2020 personally appeared the following:

NAME	VALID ID	VALID UNTIL
WENDEL E. AVISADO	DBM ID No. 4601	
MYRNA S. CHUA		

known to me to be the same persons who executed the foregoing Contract and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they respectively represent.

This CONTRACT for the Engagement of a Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing was signed by the parties, and their material witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this ____ day of **NOV 05 2020**, 2020.

Doc. No 209;
Page No 59;
Book No 215
Series of 2020.

ATTY. GARY CAMITAN AURE

NOTARY PUBLIC, ROLL NO. 60777

PTR No. 9132171 Issued on Dec. 31, 2020 Until Dec. 31, 2020 Manila
IBP Lifetime No. 1000000000 Issued on Feb. 2, 2016
Commission No. 2020-021 Issued on Dec. 31, 2020 Until Dec. 31, 2021 Manila
MCLE No. VI-0006796 Issued on Feb. 20, 2018 at Pasig City Valid Until April 14, 2022
Office Address: GIF YMCA Building, 350 Antonio Villegas Street, Ermita, Manila

TERMS OF REFERENCE (TOR)

ENGAGEMENT OF A PROJECT-BASED CONSULTANT FOR THE DEVELOPMENT OF STANDARDS AND GUIDELINES ON ORGANIZATION AND STAFFING

I. Background and Rationale

The Department of Budget and Management (DBM) is mandated to promote the sound, efficient, and effective management and utilization of government resources as instruments in the achievement of national socioeconomic and political development goals.

Pursuant to this, DBM undertakes, as among its core functions, the establishment of the rules and procedures for the management of government organization resources i.e., physical, manpower and other resources. As part of its role in budget preparation and execution, DBM reviews the Personnel Services budget which is reflective of the organization and staffing of an agency and the compensation of its personnel.

In the course of performing this function, DBM prescribes **standards and guidelines, including policies, on organization and staffing (O and S guidelines, for brevity)** that are generally applicable across national government agencies (NGAs) which serve as guide in preparing proposals on the matter, and in the review and approval of these proposals by the DBM.

These O and S guidelines are anchored on certain laws¹, budget circulars², as well as management practices that promote efficiency and economy. Currently, O and S guidelines are contained in various documents, both published and unpublished. There is a need to review these guidelines to determine if they are still applicable, useful, or relevant, given recent developments and emerging needs of government agencies.

Hence, the need for a highly-technical expert to exclusively undertake all the above-mentioned requirements within a reasonable time.

II. Project Objectives

This project aims to achieve the following:

To review, update, and enhance the O and S guidelines applicable to all or most NGAs, prepare relevant issuance/s as necessary, and organize the same in the form of a manual that will serve as a codified reference for both the DBM personnel and other government agencies.

¹ Such as the Administrative Code of 1987

² Such as National Budget Circular No. 558, "Guidelines in the Organization and Staffing of Procurement Units"

The manual will ensure compliance with applicable laws and executive issuances, provide common understanding of the policies and standards governing organization and staffing, and facilitate the preparation of agency proposals and review of the same by the DBM. It will also be a tool for productivity and efficiency.

III. Scope of Work

The scope of work of the consultant shall be as follows:

- a. Gather all existing published and unpublished O and S guidelines that are applicable to all or most NGAs.
- b. Review the existing O and S guidelines to determine if the same are still applicable, relevant, or attuned to the current requirements.
- c. In coordination with the DBM bureaus/services/offices concerned, update and enhance the O and S guidelines.
- d. For instances when there is a necessity to amend and/or supersede previously issued O and S guidelines, prepare the necessary issuances to effect the same.
- e. Organize the updated and enhanced O and S guidelines into a manual.
- f. Conduct Training of Trainers for the DBM Organization and Systems Improvement (OSI) Group and other identified DBM officials and personnel on the updated and enhanced O and S guidelines and other relevant issuances.
- g. Submit to the DBM the reports on the project milestones cited in item VII hereof.

IV. Deliverables

The consultant shall submit the following outputs/deliverables:

- a. Inception Report which will include the general assessment of the availability, applicability, and clarity of existing O and S guidelines applicable to all or most NGAs. The report should include a list of all valid O and S guidelines.
- b. First drafts, in editable format, of the manual covering the updated and enhanced O and S guidelines (Manual, for brevity), and all other relevant issuance/s, such as but not limited to circulars and joint circular/s. The first drafts shall be accompanied by working papers which should detail

the recommended updates and enhancements on the O and S guidelines as well as the rationale therefor.

- c. Final drafts, in editable format, of the Manual and all other relevant issuances.
- d. Training design, modules, and materials, in editable format, for the Training of Trainers on the Manual to be attended by the DBM OSI Group and other identified DBM officials and personnel.
- e. Serve as resource person/technical expert during the conduct of the Training of Trainers on the Manual for the DBM OSI Group and other identified DBM officials and personnel.
- f. Training Report/s on the Training of Trainers conducted.

V. Qualifications of the Consultant

The consultant should possess the following qualifications:

- a. Holder of a postgraduate degree in Management, Public Administration, Business Administration or other related fields.
- b. Has at least 5 years of experience in the study of the government bureaucracy.
- c. Has at least 5 years of experience in the development of O and S guidelines, as well as on compensation and position classification.
- d. Has at least 10 years of experience in the review of proposals on organization and staffing of national government agencies (NGAs).
- e. Has extensive knowledge on the determination of the Personnel Services budget for active personnel of NGAs.

VI. Working and Reporting Requirements

The consultant shall work in close coordination with the Organization, Position Classification, and Compensation Bureau (OPCCB), the Systems and Productivity Improvement Bureau, and their Functional Group Head (FGH).

The DBM shall provide the necessary logistical and staff support to enable the consultant to carry out his/her activities and tasks including the conduct of the Training of Trainers for the DBM OSI Group and other identified DBM officials and personnel.

The FGH of the OSI Group shall review the submitted outputs/deliverables of the consultant and recommend to the DBM Secretary the acceptance thereof and the approval of appropriate payments for the purpose.

VII. Duration and Cost of the Project

The consultant shall be engaged by the DBM for a period of five (5) months.

The consultant shall be paid a total amount not exceeding **P1,000,000.00** for 5 months, inclusive of applicable taxes, pursuant to existing Philippine tax laws. The cost of the necessary administrative expenses related to this project shall be borne by the DBM, subject to existing budgeting, accounting, and auditing rules and regulations.

The consultant shall be paid according to the following schedule:

Schedule of Payment	Amount to be Paid to Consultant	Milestones	Date of Submission of Deliverables
First tranche of payment	20% of total project cost	Submission and acceptance of the Inception Report	Within 30 calendar days from receipt of the Notice to Proceed
Second tranche of payment	30% of total project cost	Submission and acceptance of the first drafts of the Manual and other relevant issuance/s	Within 60 calendar days from acceptance of the Inception Report
Third tranche of payment	30% of total project cost	Submission and acceptance of the final drafts of the Manual and other relevant issuance/s	Within 30 calendar days from the acceptance of the first drafts of the Manual and other relevant issuance/s
Fourth and final tranche of payment	20% of total project cost	Submission and acceptance of the Training Report/s on the Training of Trainers conducted	Within 30 calendar days from acceptance of the final drafts of the Manual and other relevant issuance/s

VIII. Performance Expectations from the Consultant

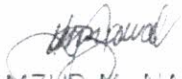
The consultant to be engaged for this Project shall undertake the activities/tasks with the highest standards of professional and ethical competence and integrity.

He/she shall not engage in any activity or action, or make any kind of public pronouncement which may adversely affect the implementation of the Project.

prepared by the consultant and use to another party any confidential information relating to the consultant, without prior consent of the DBM.

Moreover, the ownership of the outputs/deliverables, reports and other materials, including the editable versions, produced by the consultant shall be vested exclusively with the DBM. Copies of such materials could be retained by the consultant but permission from the DBM should be sought should he/she wish to use/reproduce these materials in parts or in its entirety.

Prepared by:


HAMZUR M. NAWAL

Approved by:


ASEC. KIM ROBERT C. DE LEON
Authorized End-user Representative

Date: 26 October 2020

Date: 26 October 2020