

Department of Trade and Industry
CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES
4/F Room 410 Executive Building Center, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

BIDS AND AWARDS COMMITTEE

REQUEST FOR PROPOSAL No. 2022-02-00004

The Construction Industry Authority of the Philippines (CIAP) invites all interested and eligible suppliers to submit quotation for:

***Engagement of Design and Facilitation Services
for CIAC Planning Workshop***

with an Approved Budget for the Contract of **Two Hundred Thousand Pesos (PhP200,000.00)**.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided as part of this Request for Proposal and the requirements in the Terms of Reference. The attached pro-forma quotation together with your Discussion Plan/Project Proposal, Financial Proposal, and all required documents enumerated in Annex "A" of the Terms of Reference should be submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated herein or email to CIAPBAC@construction.gov.ph **not later than 01 March 2022, 2:00 PM.**

The following are the required documents to be submitted as attachments to the quotation/proposal:

- ☐ Mayor's / Business Permit for 2022 / Certificate of BIR Registration
- ☐ Signed Curriculum Vitae of the Project Facilitator
- ☐ PhilGEPS Registration Number
- ☐ Notarized Omnibus Sworn Statement¹
- ☐ Signed/Conformed Terms of Reference

For any clarification, you may contact us at **(+632) 8896-4507** or email address at CIAPBAC@construction.gov.ph.


RUSSELL N. RACELIS
BAC Secretariat

¹ In case of unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the **notarized Omnibus Sworn Statement** shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.





CIAP-F-PRO-003 || Rev. 0 || 19/11/2018

RFP No 2022-02-00004

21 February 2022

Dear Sir/Ma'am:

Please quote your lowest price on the item/s listed below, subject to the conditions, specifications, and requirements indicated in the attachments. Submit your quotation duly signed by your representative not later than **01 March 2022, 2:00 PM**, otherwise same will not be considered.

RUSSELL N. RACELIS

BAC Secretariat

- Note:
1. ALL ENTRIES MUST BE TYPED OR WRITTEN IN A CLEAR LEGIBLE MANNER
 2. DELIVERY PERIOD SHALL BE IMMEDIATELY FROM RECEIPT OF NOTICE OF AWARD or NOTICE TO PROCEED
 3. WARRANTY SHALL BE BASED ON THE REQUIREMENTS INDICATED IN THE TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF 60 CALENDAR DAYS
 5. PHILGEPS REGISTRATION CERTIFICATE / NUMBER SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED, IF APPLICABLE
 7. PS MARK or ICC MARK CERTIFIED, IF APPLICABLE

[illegible]

Brand and Model:

Delivery period:

Warranty:

Price Validity:

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILS

4/F Room 410 Executive Building Center, 369 Sen. Gil Puyat Avenue, Makati City

Tel. No. 8896-4507

After having carefully read and accepted your General Conditions. I / We quote you on the item/s at prices noted above.

Print Name and Signature

Tel. no. / Cellphone no.



TERMS OF REFERENCE

ENGAGEMENT OF DESIGN AND FACILITATION SERVICES FOR THE CIAC PLANNING WORKSHOP

I. RATIONALE

In its 226th Regular Meeting held on 24 June 2020, the Construction Industry Arbitration Commission (CIAC), considering the need to adapt to the “new normal” due to the COVID 19 pandemic and to revisit and pursue previous proposals/initiatives for the improvement of CIAC services, operations, and facilities, agreed to conduct a strategic planning session for the purpose of determining whether or not objectives/goals have been attained, as well as the things or actions that have to be done in order to improve and ensure sustainability of CIAC operations.

II. OBJECTIVE

To come up with an execution plan for CIAC improvement and transformation to the level of global best practices and sustainable operations

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for THE Contract (ABC) is **Two Hundred Thousand Pesos (₱200,000.00)** inclusive of all applicable government taxes and service charges.

IV. MODE OF PROCUREMENT

The procurement of the Consulting Services shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to R.A. No. 9184 and its revised Implementing Rules and Regulations (IRR).

V. SCOPE OF WORKS

The planning facilitator shall cover the following scope of works:

- i. Design and facilitate an Execution Plan for the Construction Industry Arbitration Commission (CIAC), and
- ii. Preparation of the CIAC Execution Plan and Detailed Action Plans.

VI. FRAMEWORK

The Project Facilitator shall provide a Discussion Plan/Project Proposal using the framework provided. This shall be discussed and approved by the agency. The activities shall not be limited to the following:

- Get inputs from the DTI Undersecretary in charge of the Commission, the Supervising Assistant Secretary, the CIAC Chairperson and the CIAC Executive Director on the CIAC’s desired future, as it relates to the Philippine Construction Industry Roadmap 2020-2030 in general, and the CIAC Dispute Resolution Roadmap (2021-2028) in particular.

- Get inputs on global best practices in construction arbitration from PICAM Arbitrators and international arbitrators/practitioners. The PICAM can be asked for specific recommendations or inputs prior to the planning session.
- Given the inputs on global best practices, consensus building shall be facilitated on CIAC's Strategic Positioning.
- Based on the inputs from the above exercise, the present status of the Commission may be identified and assessed in terms of the consensus reached in the above exercise on where it wants to go
- Aligned to the inputs on global best practices, consensus building shall be facilitated on the following areas: Customer Perspective, Process Perspective, Learning & Growth Perspective, and Financial Perspective.
- Translate the Strategy Map/CIAC Dispute Resolution Roadmap into an Implementation Plan

VII. DELIVERABLES AND TIMELINES

The schedule of the strategic planning session and workshop is tentatively scheduled on April 7 & 8, 2022.

The Planning Facilitator is expected to deliver the following reports based on the proposed schedule:

<i>Deliverables</i>	<i>Timelines</i>
i. Discussion Plan/Project Proposal using the framework provided, duly discussed with and approved by the head of the implementing Board	<ul style="list-style-type: none"> • Part of the technical proposal of the bidder
ii. Appropriate tools as necessary for the formulation of a plan for proper execution and monitoring, duly approved and accepted by the end-user representative	<ul style="list-style-type: none"> • Part of the technical proposal of the bidder
iii. CIAC Execution Plan duly approved and accepted by the end-user representative	Five (5) working days from the end of the workshop
iv. Detailed Action Plans duly approved and accepted by the end-user representative	Ten (10) working days from approval and acceptance of the CIAC Execution Plan

VIII. ELIGIBILITY REQUIREMENTS AND SELECTION CRITERIA

i. Eligibility Requirements

To determine if the prospective bidder is eligible to participate in the bidding, legal, technical and financial documents shall be submitted by the bidder, and the submission of documentary requirements prescribed in Annex "H" Appendix A of the revised IRR of R.A. No. 9184.

ii. Minimum Qualifications

- Bidder was engaged in similar design and facilitation services for similar activities for at least five (5) years;
- Has previous or on-going engagement/s with at least five institutions in a similar or related program, at least two (2) of which were engagements with public/government sector; and
- Designated facilitator/s and/or resource person/s should be a graduate of four-year degree course, and with at least five (5) years of work experience in delivering programs of similar nature to public and/or private sector organizations.

Qualifications of the bidder shall be evaluated based on the original signed extensive curriculum vitae submitted by the bidder. Also, for partnerships and corporations, bids shall be evaluated based on submitted: (a) DTI or Sec registration certificate indicating the year of registration and/or other relevant documents; (b) list of completed and on-going contracts; (c) copies of Certificates of Satisfactory Service Rendered/Certificates of Completion; and (d) original signed extensive curriculum vitae of the lead facilitator/resource person to conduct the engagement.

iii. Selection Criteria

The CIAP shall select the most qualified provider using the quality-cost based evaluation pursuant to the pertinent provisions of R.A. No. 9184. The 75%-25% quality cost ratio shall be used for this purpose, allocated as follows:

<i>Evaluation Criteria</i>	<i>Weight</i>
Technical Proposal <ul style="list-style-type: none"> • Applicable Experience (20%) • Quality of project personnel (20%), i.e., suitability of key staff to perform the project' scope of work, general qualifications and competence using education and professional experience of key staff • Plan of approach and methodology (60%), i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal 	75%
Financial Proposal	25%
Total	100%

IX. MODE OF PAYMENT

Payment shall be endorsed to the Executive Director of CIAC; and the payment shall be released within 15 to 30 days upon receipt of billing statement supported by a Certificate of Satisfactory Service Rendered, and the CIAC's acceptance of the deliverables listed above.

X. PARTICIPANTS

The participants of the Planning Workshop are the CIAC Commissioners; the CIAC General Counsel; the President and selected officers/arbitrators/mediators of the Philippine Institute of Construction Arbitrators and Mediators, Inc. (PICAM); the Chair and members of the Council of Advisers to the Commission (CAC); the CIAP Supervising Assistant Secretary; the CIAP Executive Director; the Chairman of the Philippine Domestic Construction Board (PDCB) or his representative; a representative from the Philippine Constructors Association, Inc. (PCA); and the CIAC senior and technical staff.

XI. LIQUIDATED DAMAGES

If the service provider fails to delivery any or all of the goods and/or to perform the services within the period specified in this Terms of Reference, the Procuring Entity shall, without prejudice to its remedies under this contract and under the applicable law, deduct form the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. Pursuant to Section 68 of R.A. No. 9184, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is

reached, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

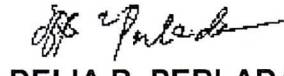
XII. CONFIDENTIALITY OF DATA AND INFORMATION

The service provider that will be engaged by CIAC shall submit outputs directly to the designated and authorized CIAC personnel for review, acceptance, approval, and eventual endorsement for payment. All materials, data and information used and generated through this engagement will be the sole property of CIAC. The service provider shall neither use nor disseminate these documents for their own purposes without the written consent from the head of the CIAC.

Prepared by:


RAYMOND G. GARCIA
TIDS, AMCD

Reviewed by:


DELIA B. PERLADA
Officer-in-Charge, AMCD

Approved by:


KATHRYN JOSEPHINE T. DELA CRUZ
Executive Director, CIAC

CONFORME:

Name and Signature of Outsourced Service Provider

PhilGEPS Registration Number

Tax Identification Number

Date

Annex A

Bidders are requested to submit the following documents:

For individual

- a. Cover Letter
- b. Curriculum Vitae
- c. Copy of Diploma/Certificate of Graduation
- d. Certificate of Trainings/Seminar Programs Attended within the last 3 years
- e. List of client references with contact details
- f. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any, which is/are similar to the project to be bid
- g. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- h. Comments and suggestions of offeror on the TOR
- i. Description of the methodology and work plan for performing the project

For firm

- a. Cover Letter
- b. Company Profile
- c. List of client references with contact details
- d. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid
- e. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- f. Comments and suggestions of offeror on the TOR
- g. Description of the methodology and work plan for performing the project
- h. Project Team composition and taskings
- i. Curriculum Vitae of Project Team members
- j. Certificate of Trainings/Seminar Programs Attended by the Lead Consultant/Project Lead within the last 3 years

Financial Proposal

Financial Proposal with cost breakdown

Annex B

RATING SHEET

**ENGAGEMENT OF DESIGN AND FACILITATION SERVICES
FOR THE CIAC PLANNING WORKSHOP**

Evaluation Criteria	Criteria	Weight	Rating	Factor Value
Applicable Experience (20%)	Years of experience in design and facilitation services	40%		
	Number of institutions engaged with in similar or related program/s	30%		
	Number of public/government institutions engaged as clients of similar programs	30%		
	100%			
Quality of Personnel (20%)	Educational attainment of the consultant (of lead consultant, if firm)	40%		
	Years of work experience of consultant (of lead consultant, if firm) in delivering programs related to process improvement, digital transformation, etc., and of similar nature to public and/or private sector organizations	60%		
	100%			
Plan of approach and methodology (60%)	Work Plan	50%		
	Approach and Methodology (Design and Content)	50%		
	100%			
Applicable Experience		<i>x (0.20)</i>		
Quality of Personnel		<i>x (0.20)</i>		
Plan of approach and methodology		<i>x (0.60)</i>		
TECHNICAL PROPOSAL (TOTAL)		<i>x (0.75)</i>		
FINANCIAL PROPOSAL		<i>x (0.25)</i>		
TOTAL				