



REQUEST FOR QUOTATION / PROPOSAL

CIAP-F-PRO-003 || Rev. 1 || 24/02/2022

Engagement of Consulting Services for the Design and Facilitation of 2023 CIAP Planning Workshop

P.R. No./Date: **23-03014 | 15 March 2023**

RFQ/P No. / Date: **2023-03-016 | 28 March 2023**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **Latest Income/Business Tax Return**
- 4 **Notarized Omnibus Sworn Statement**
- 5 **Signed Terms of Reference or Technical Specifications, if applicable**
- 6 **BIR Certificate of Registration (BIR Form No. 2303)**

This pro-forma quotation may be submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac_ciap@construction.gov.ph/russellracelis@construction.gov.ph on or before 03 April 2023, 11:00 AM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,

(ORIGINAL Copy Signed)

Russell N. Racelis

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

Telephone: (+632)8986-4507 / 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	1	180,000.00	Engagement of Consulting Services for the Design and Facilitation of 2023 CIAP Planning Workshop			
2						
3						
4						
5						
Total ABC		₱ 180,000.00				
Delivery and Other Instructions:			Immediate			

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

TERMS OF REFERENCE

ENGAGEMENT OF CONSULTING SERVICES FOR THE DESIGN AND FACILITATION SERVICES FOR THE 2023 CIAP PLANNING WORKSHOP

I. RATIONALE

The Construction Industry Authority of the Philippines (CIAP) is mandated to promote, accelerate and regulate the growth and development of the construction industry in conformity with national goals. Together with the Department of Trade and Industry (DTI) and in partnership with the Philippine Constructor's Association (PCA), Inc., CIAP launched the Action Plans of the Philippine Construction Industry Roadmap 2020-2030. As such, CIAP endeavors to continue to improve and strengthen its strategic plan and targets to fulfill its function.

Thus in 2021, to ensure the effective and efficient implementation of the Philippine Construction Roadmap 2020-2030, CIAP aligned its strategic objectives, measures, and targets for 2022, 2025, and 2028. The implementing boards, likewise, incorporated the same in their respective programs, activities, and projects (PAPs). The necessity to review these strategic measures and set targets for 2023 and 2024, however, is in order.

Hence, a pre-planning workshop tentatively scheduled on 3 to 4 or 11 to 12 April 2023 and a follow-up strategic planning session on 13 to 14 April 2023. The workshop aims to present the 2022 performance evaluation of CIAP and its implementing boards, and to come up with the 2023 and 2024 Strategic Action Plan & Targets

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for Contract (ABC) is **One Hundred Eighty Thousand Pesos (Php180,000)**, inclusive of all applicable government taxes and service charges.

III. MODE OF PROCUREMENT

The procurement of the Consulting Services shall be undertaken through a Negotiated Procurement – Small Value Procurement pursuant to Section 53.9 of R.A. No. 9184 and its revised Implementing Rules and Regulations (IRR).

IV. SCOPE OF WORK

The planning facilitator shall cover the following scope of work:

- i. Design and facilitate a separate 2-day Pre-Planning Session and 2-day Planning Activity for the Construction Industry Authority of the Philippines (CIAP); and
- ii. Provide (41) DiSC® Copyrighted Profiles.

V. FRAMEWORK

The planning facilitator shall provide a Discussion Plan/Project Proposal using the framework provided. This shall be discussed with the CIAP-PPCMD Planning team and in coordination with the DTI Planning Management Section, duly approved by the CIAP



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

An Attached Agency of the Department of Trade and Industry
5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave Makati City, Philippines
Website: construction.gov.ph
Email address: ciap@construction.gov.ph
Telephone Number: + (632) 8895-6826 or 8895-4424 or 8897-9336

Executive Director. The activities shall include, but not be limited to, the following:

- i. Environmental Scanning thru the use of Sigmoid Curve (S-Curve) Framework that will help CIAP to assess its current status
- ii. Identification of 2023 Breakthrough Goals, and Programs, Activities and Projects (PAPs)
- iii. Conduct an assessment to determine the participants' natural behavior style based on the DiSC® Model of Behavior.

VI. EXPECTED OUTPUT

The planning facilitator is expected to deliver a narrative report after 30 working days of the last day of the workshop, which includes the following post-planning outputs:

- i. Accomplished S-Curve Framework, Mission Model Canvass (MMC), Eliminate-Reduce-Raise-Create (ERRC) Framework, Blue Ocean Strategy Business Model, and Four Disciplines of Execution Framework®
- ii. 41 one-page DiSC® Copyrighted Profiles
- iii. CIAP Strategic Plan for 2023 and 2024
- iv. Detailed Work Plan for 2023
- v. CIAP Performance Evaluation for 2022

VII. PARTICIPANTS

The participants are the Executive Directors and senior staffs (Senior Trade and Industry Development Specialist and above) of CIAP, including key officials from the CIAP Alternate Chairman will also participate in the planning session to set the directions of the agency for the year 2023.

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 (should be reflected on CV or the company profile)

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.

- Consultant 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.

iii. *Selection Criteria*

The CIAP shall select the most qualified provider using the quality based evaluation pursuant to the pertinent provisions of R.A. No. 9184. The evaluation criteria shall be as follows:

<i>Evaluation Criteria</i>	<i>Weight</i>
Technical Proposal <ul style="list-style-type: none">• Applicable Experience (40%)• Quality of project personnel (40%), 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 (20%), i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal	100%

Hurdle Rate: 70%

IX. 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.

X. CONFIDENTIALITY OF DATA AND INFORMATION

The service provider that will be engaged by CIAP shall submit outputs directly to the designated and authorized CIAP 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 CIAP. The service provider shall neither use nor disseminate these documents for their own purposes without the written consent from the head of the CIAP.

Prepared by:

Reviewed by:

Original copy signed

DARCY ALE S. AGUILAR

Trade-Industry Development Specialist
PPCMD

Original copy signed

ATTY. AIIZA FIEL A. ARCENAL

Chief Trade-Industry Development Specialist
PPCMD

Approved by:

Original copy signed

DORIS U. GACHO

Executive Director-In-Charge , CIAP

CONFORME:

*This is to certify that the undersigned, as an authorized representative of the Service Provider, confirms and complies with all of the requirements and deliverables needed for the **ENGAGEMENT OF CONSULTING SERVICES FOR THE DESIGN AND FACILITATION SERVICES FOR THE 2023 CIAP PLANNING WORKSHOP***

Name and Signature of Outsourced Service Provider

Company and PhilGEPS Registration Number

Tax Identification Number

Date