



REQUEST FOR QUOTATION / PROPOSAL

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

CIAP Agency-wide Planning Consultant/ Facilitator on February 29 - March 1, 2024

P.R. No./Date: **24-02014 | 12 February 2024**

RFQ/P No. / Date: **2024-02-014 | 20 February 2024**

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 **BIR Certificate of Registration (BIR Form No. 2303)**
- 4 **Notarized Omnibus Sworn Statement**
- 5 **Professional License/Curriculum Vitae for consulting services**

This pro-forma quotation maybe 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/allenmarantalan@construction.gov.ph on or before 26 February 2024, 10:00 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)

Allen Mar P. Antalan

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 Lot	₱ 180,000.00	Planning Consultant/ Facilitator for the CIAP Agency-wide Planning Activity on 29 February to 01 March 2024			
Total ABC		₱ 180,000.00				
Delivery and Other Instructions:			29 February to 01 March 2024			

*(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 Design and Facilitation Services

2024 CIAP-WIDE PLANNING ACTIVITY

Proposed Date: February 29 - March 1, 2024

I. Rationale:

With its primary mandate of promoting, regulating, and accelerating the development of the domestic construction industry, the Construction Industry Authority of the Philippines (CIAP), an attached agency of the Department of Trade and Industry (DTI), is currently assessing and recalibrating its strategic directions to align with national economic development priorities, the DTI's Industrialization Policy, and the vision set forth in the Philippine Construction Industry Roadmap (PCIR) 2020 - 2030.

This initiative involves the recalibration of the agency's strategy map which will serve as a guide in the achievement of its long-term vision and objectives; the alignment of the agency's activities with the economic development priorities of the national government and its mother agency, the DTI; and the re-assessment and re-affirmation of existing commitments to collectively pursue the overall vision of accelerating and sustaining the competitiveness of the Philippine construction industry.

Through a comprehensive and inclusive strategic planning approach, the CIAP seeks to ensure that the fundamental goals and the directions of its Implementing Boards (Philippine Contractors Accreditation Board, Philippine Overseas Construction Board, Philippine Domestic Construction Board, Construction Manpower Development Foundation, Construction Industry Arbitration Commission) and the CIAP Executive Office are all headed towards the same direction.

II. Objectives:

- a. Assess and update the CIAP Strategy Map and corresponding scorecards
- b. Align the Implementing Boards' scorecards with the CIAP Enterprise Scorecard, including re-calibration of objectives, measures, targets, and deliverables
- c. Draw out initiatives and milestones needed to achieve organizational breakthrough goals
- d. Commitment signing for: (a) FY 2024 programmed PAPs; (b) updated CIAP Strategy Map; (c) Breakthrough Goals

III. Scope of Work:

The consultancy service shall cover the following:

- a. Design and facilitate a 2-day Planning Activity and Workshop for the

CIAP;

- b. Ensure signing of commitments for those listed in paragraph (d) of the objectives; and
- c. Ensure submission of post-planning outputs and final report.

IV. **Expected Outputs:**

- ❖ Approved and signed list of FY 2024 Programmed PAPs
- ❖ Approved updated CIAP Strategy Map
- ❖ CIAP Enterprise Scorecard
- ❖ Breakthrough Goals signed by all Executive Directors/Officer-in-Charge
- ❖ Revised/updated operational plans / roadmaps per Implementing Board

In addition to the documents mentioned above, final report and expected outputs shall be submitted by the facilitator within thirty (30) calendar days after the conduct of the planning activity.

V. **Methodology.** The Service Provider will aid in the CIAP-wide planning session and workshops. They are tasked to design activities that will:

- a. Assist the CIAP and Implementing Boards (IBs) in forming relevant and time-bound scorecards and breakthrough goals.
- b. Help the CIAP and Implementing Boards (IBs) to assess and evaluate the existing strategy map, deliverables, and commitments vis-à-vis their accomplishments and current processes
- c. Guide the CIAP Planning Participants to determine the necessary strategy, approach, and priority objectives that need to be accomplished by 2030 through a highly inclusive, participative and efficient framework.

VI. **Participants**

The 2024 CIAP Planning Activity shall be participated in by Executive Directors/Officers-In-Charge, Division Chiefs, Section Heads, Planning Focals, and Planning Secretariat. Attached as **Annex A** is the list of participants.

VII. **Approved Budget for the Contract (ABC)**

The overall cost of the Planning Facilitation is Php 180,000.00 inclusive of taxes. The amount will cover the payment for the following:

- (1) Program design and facilitation of the activity;
- (2) Service Provider's materials; and
- (3) Documentation of the entire program (including the group workshops), recommended proceeding activity, and post-activity report

VIII. **Mode of Procurement**

The procurement of the Consulting Services shall be undertaken Negotiated Procurement - Small Value Procurement pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

IX. Mode of Payment

Payment shall be endorsed to the Executive Director of CIAP; and the payment shall be released within 15 days to 50 days upon receipt of billing statement supported by a Certificate of Satisfactory Services Rendered, and the CIAP's acceptance of the deliverable listed above.


X. Secretariat

The Policy and Program Coordination and Monitoring Division (PPCMD) and the Service Provider shall be responsible for the documentation of the proceedings, processing/integration of presentations, and other technical and administrative support.

XI. 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 written consent from the head of the CIAP.

Prepared by :


LORINA S. LAUREQUEZ
Officer-in-Charge PPCMD

Approved by:


ATTY. MARCO C. MAAT
Executive Director, CIAP

Atty.
Marco C.
Maat

Digitally signed
by Atty. Marco C.
Maat
Date: 2024.02.20
17:42:33 +08'00'