



REQUEST FOR QUOTATION / PROPOSAL

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

Engagement of Technical Assistance for the Continual Improvement of the CIAP's Compliance to PRIME-HRM

P.R. No./Date: **24-07053 | 04 July 2024**

RFQ/P No. / Date: **2024-07-046 | 05 July 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 **Professional License/Curriculum Vitae for consulting services**
- 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 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/russellracelis@construction.gov.ph on or before 12 July 2024, 04:00 PM, 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 Lot	₱ 450,000.00	Engagement of Technical Assistance for the Continual Improvement of the CIAP's Compliance to PRIME-HRM			
2						
3						
4						
5						
			<i>(Please see attached Terms of Reference)</i>			
Total ABC		₱ 450,000.00				
Delivery and Other Instructions:			Duration of Engagement: Five Months from issuance of Job Order/Notice to Proceed			

*(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 : _____

ENGAGEMENT OF TECHNICAL ASSISTANCE FOR THE CONTINUAL IMPROVEMENT OF THE CIAP'S COMPLIANCE TO PRIME-HRM

I. BACKGROUND

With the continuous pursuit of the Construction Industry Authority of the Philippines (CIAP) to promote good governance, the development of its Human Resources is essential for the agency to deliver successfully its services to stakeholders.

Guided by its vision of adhering faithfully to the tenets of professionalism, characterized by efficiency, competence, dedication, and commitment to public service and adhering to the Civil Service Commission (CSC) Memorandum Order No. 24, s. 2016 establishing the enhanced maturity level indicators for the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), CIAP aims to transform its human resource management system, practices, and competencies to higher level of excellence.

PRIME-HRM is one of the key programs of the Civil Service which aims to assess the maturity level of the agencies based on several indicators and assist the HRMO in determining the agency strengths and opportunities for improvement on the following core areas:

1. Recruitment, Selection and Placement;
2. Performance Management;
3. Learning and Development;
4. Rewards and Recognition.

Along with this, there is a need to engage the services of a Consultant to facilitate preparatory works towards its attainment of Level 2 Maturity Accreditation to PRIME-HRM.

A qualified, externally outsourced individual Consultant specializing on organizational development will be engaged to work with CIAP-Administrative, Financial and Management Division/Personnel Section to provide technical assistance for the CIAP's Organizational Development Project pursuant to the requirements of PRIME-HRM.

II. OBJECTIVES

The objectives of the engagement of technical assistance from a third-party consulting service are:

- To facilitate review/evaluate the agency's HR processes and documentation related to the four pillars of PRIME HRM on Recruitment, Selection, and Placement/Merit Selection Plan and Strategic Performance Management System;

- To facilitate enhancement and preparation of processes and documents related to Recruitment, Selection, and Placement/Merit Selection Plan and Strategic Performance Management System needed to attain PRIME HRM Level 2 Recognition;
- To recommend and provide an achievable workplan to further strengthen the agency's compliance to CSC's Prime HRM Level 2 recognition and accreditation; and
- To provide actual assistance during the CSC assessment.

III. SCOPE OF WORK

1. Evaluate the agency's documents related to Prime HRM four pillars, i.e., Recruitment, Selection, and Placement, Learning and Development, Performance Management, and Rewards and Recognition.
2. Identify gaps of the Prime HRM documents and recommend improvements;
3. Coach/Mentor the Administrative, Financial and Management Division/Personnel Section to further enhance and maintain its role as HR implementers;
4. Submit progress and final reports on the consultancy/technical assistance engagement outputs towards achievement of PRIME HRM Level 2 Recognition;
5. Submit workplan to further strengthen the agency's compliance to CSC's Prime HRM level 2 Accreditation; and
6. Provide technical assistance and coaching during the actual CSC assessment for RSP and PMS recognition.

IV. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PROCUREMENT

The approved budget for the contract is **Four Hundred Fifty Thousand Pesos (₱450,000.00)** inclusive of all service charges, and taxes.

The engagement of technical assistance for this project shall be through Negotiated Procurement – Small Value Procurement pursuant to Section 53.9 and other relevant provisions of the R.A. No. 9184 and its revised Implementing Rules and Regulations

V. QUALIFICATIONS AND EVALUATION OF THE SERVICE PROVIDER

- 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, which are as follows:

1. Mayor's/Business Permit, or BIR Certificate of Registration (BIR Form 2303) for individual consultants,
2. Professional License or Curriculum Vitae
3. PhilGEPS Registration Number
4. Notarized Omnibus Sworn Statement

ii. Minimum Qualifications and 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, following the criteria below and evaluation below:

Evaluation Criteria	Minimum Qualifications	Bases	Weight (%)
Applicable experience and capability of the bidder	<ul style="list-style-type: none"> • At least five (5) years of HRM-related consultancy works such as organizational development, human resource management and planning, and similar fields • Engaged with at least three (3) organizations in consultancy experience in organizational development, human resource management and planning, and similar fields; and • Engaged with at least two (2) national/local/SUCs/GOCCs agency on consultancy experience in HRM-related consultancy 	(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;	30
Qualification of personnel who may be assigned to the Project	<p><u>Lead Expert</u></p> <ul style="list-style-type: none"> • With master's degree preferably in any of the following: Psychology, Public Administration/ Management, Social Science, Human Resource Management, or other allied course • Eight (8) hours of relevant training in competency-based HRM, competency framework development, human resource development planning, and project management • Engaged with five (5) organizations in consultancy experience working and dealing with government offices or institutions on competency based-HRM, competency framework development, and human resource development planning; <p><u>Technical Staff</u> At least one (1) Technical Staff with the following minimum qualifications:</p>	Signed extensive curriculum vitae submitted indicating the relevant work experience and educational background, trainings attended (preferably supported by certificates of training)	20

Evaluation Criteria	Minimum Qualifications	Bases	Weight (%)
	<ul style="list-style-type: none"> With Bachelor's degree, preferably in any of the following: Psychology, Public Administration / Management, Social Science, Human Resource Management, or other allied course; Four (4) hours training in competency based HRM, competency framework development, human resource development planning, and project management; Three (3) organizations in consultancy experience working and dealing with government offices or institutions on competency based-HRM, competency framework development, and human resource development planning; 		
Plan of approach and methodology	Clarity, feasibility, timelines, written proposal, overall quality of proposed work	Submitted proposed technical proposal with plan of approach and methodology.	50

The highest total rated score based on the evaluation of the technical proposal shall be declared as the highest rated bidder, provided that the score shall pass the hurdle score of 80 points.

VI. DELIVERABLES, TIMELINES AND SCHEDULE OF PAYMENT

The consultant will prepare the following outputs based on agreed activities and timelines in the project:

ACTIVITY	OUTPUT/DELIVERABLE	TIMELINE/DEADLINE (2024) / TRANCHE PAYMENT
PHASE 1 – CSC PRIME HRM AWARENESS (10%) - P45,000.00		
1. Design self-assessment/gap analysis tool	1. Self-assessment tool	On or before 15 August
2. Orientation on CIAP PRIME HRM Project including orientation on duties and responsibilities	1. Orientation on CIAP PRIME HRM Project (can be made together with the presentation of Project Plan) 2. Attendance Sheet 3. Post-Activity Report indicating agreements	
PHASE 2 – CIAP SELF-ASSESSMENT, GAP ANALYSIS, AND RECOMMENDATION (35%) - P157,500.00		
3. Self-assessment based on the requirements of PRIME CSC	1. Inventory list of documentation and processes required for accreditation to PRIME-HRM for all pillars 2. Report on Self-assessment Results, i.e., <ul style="list-style-type: none"> Gap analysis, i.e., identified gaps in the CIAP HRM system including strengths and opportunities for improvement 	On or before 31 August

ACTIVITY	OUTPUT/DELIVERABLE	TIMELINE/DEADLINE (2024) / TRANCHE PAYMENT
	<ul style="list-style-type: none"> • Recommendation/s 3. PRIME HRM Work Plan for Level 2 Recognition 4. Draft PRIME HRM Work Plan for Level 2 Accreditation 5. Attendance Sheet and Post-Activity Report as necessary	
4. Presentation of self-assessment results and CIAP PRIME Work/Action Plans to CIAP Management	1. Attendance Sheet 2. Post-Activity Report	
PHASE 3 – IMPLEMENTATION OF WORK PLAN FOR LEVEL 2 RECOGNITION/ PREPARATION OF GUIDELINES AND DOCUMENTATION (30%) ₱135,000.00		
5. Documentation and/or updating of processes based on results of self-assessment including the review and establishment/reconstitution of HRM TWG/Committees as necessary	1. Assist/Prepare documents/records and documenting processes/manuals for CSC's recognition on CIAP's RSP and PMS. 2. Final Draft of Guidelines for CIAP Management approval, i.e., Guidelines on Recruitment Selection Plan/Merit Selection Plan and Performance Management System	On or before 30 September
6. PRIME-HRM Employee Orientation/Awareness Seminar	3. Employee Orientation/Awareness Session <ul style="list-style-type: none"> • Attendance sheet • Post-Activity Report 	First Week of October
PHASE 4 – CLOSING ACTIVITY (15%) - ₱67,500.00		
7. Reporting	1. Final Report on Engagement of Technical Assistance for the Continual Improvement of CIAP's Compliance to PRIME HRM Level 2 Accreditation 2. Final work plan for PRIME HRM Level 2 Accreditation	On or before 31 October
PHASE 5 – POST-ACTIVITY (10%) – ₱45,000.00		
8. Coaching during CSC Assessment	1. Coaching Accomplishment Report	01 October to 30 November

All outputs and deliverables are subject to the acceptance and approval of the authorized/designated Project Managers and CIAP Executive Director.

VII. PROJECT DURATION:

The project will be for five (5) months, which can be extended until December 2024 on the same contract price.

VIII. METHODOLOGY

The methodology is a blend or any of the following as applicable:

1. consultative meeting/workshop
2. interview with process owners
3. focused group discussions
4. self-assessment/gap analysis

Throughout the project, the consultant is expected to work closely with the CIAP Human Resources Unit. All documentations related to the project shall remain the sole and exclusive property of CIAP.

Prepared by:


PRESCELA T. MARQUEZ
Human Resource Management Officer IV, AMFD

Reviewed by:


RUFINO H. TIVIDAD
Chief Administrative Officer, AMFD

Approved by:


ATTY. HERBERT D.G. MATIENZO
Executive Director-in-Charge, CIAP

CONFORME:

*This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all the requirements and deliverables needed for the **ENGAGEMENT OF TECHNICAL ASSISTANCE FOR THE CONTINUAL IMPROVEMENT OF THE CIAP'S COMPLIANCE TO PRIME-HRM***

Name and Signature of Authorized Representative of the Contractor

PhilGEPS Registration Number

Tax Identification Number

Date