



**Construction Industry Authority of the Philippines  
REQUEST FOR QUOTATION/PROPOSAL**

CIAP-F-PrM-03  
Rev. No.: 00

**Engagement of Procurement of Consultant/Facilitator for the Conduct of CIAP Wide Planning**

P.R. No./Date: **25-02014 | 28 January 2025**

RFQ/P No. / Date: **2025-02-012 | 05 February 2025**

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 **BIR Certificate of Registration (BIR Form No. 2303)**
- 6 **Signed Terms of Reference or Technical Specifications, if applicable**

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 February 2025, lot, 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 is 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: 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	₱ 370,000.00	Engagement of Procurement of Consultant/Facilitator for the Conduct of CIAP Wide Planning			
Total ABC		₱ <b>370,000.00</b>				
<b>Delivery and Other Instructions:</b>			(blank)			

*(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

### Procurement of Consultant / Facilitator for the Conduct of CIAP-wide Operational Planning Activities

#### I. BACKGROUND AND RATIONALE

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

This effort includes the operationalization of the CIAP's Strategy Map into manageable targets based on the agency's current operational environment and organizational performance. The Operational Planning Process translates the agency's strategic plans into specific objectives and targets to be achieved during the current budget year and the following year.

Through a comprehensive and inclusive organizational planning process, CIAP aims to ensure that the goals and directions of both the CIAP Executive Office and its implementing boards are aligned and moving in the same direction.

#### II. OBJECTIVES

The objectives of the engagement of a consultant/facilitator are as follows:

- a) To facilitate the conduct of pre-planning activities which shall serve as inputs to the Operational Assessment Report and the discussion during the Operational Planning Conference;
- b) To support in enabling meaningful, collaborative, and productive discussions among the participants during the activities;
- c) To assist in the participants in successfully completing key planning documents and other necessary deliverables; and
- d) To ensure that the overall conduct of the operational planning activities meets desired results.

#### III. PARTICIPANTS

The participants for the operational planning activities are as follows:



**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: [www.construction.gov.ph](http://www.construction.gov.ph)  
E-mail address: [ciap@construction.gov.ph](mailto:ciap@construction.gov.ph)  
Telephone Numbers: + (632) 8895-6826 or 8895-4424

- CIAP Executive Committee
- CIAP Management Committee
- Budget and Planning Focal Group
- CIAP-Policy and Program Coordination and Monitoring Division (PPCMD) (selected participants)
- CIAP – Administrative, Financial, and Management Division (AFMD) (selected participants)

#### IV. SCOPE OF WORK AND DELIVERABLES

The CIAP-Wide Operational Planning Activities aim to foster collaboration and a shared sense of purpose among participants in planning the agency's future initiatives. To achieve these objectives, CIAP seeks to engage a highly qualified and experienced consultant/facilitator, who will be responsible for the following:

- a) Designing the overall program flow and structure and facilitating the planning activities for the CIAP;
- b) Ensuring meaningful discussions and active participation of CIAP officials and employees throughout the activities;
- c) Assisting participants in preparing and completing key planning documents, in collaboration with the CIAP-PPCMD;
- d) Analyzing and organizing data and outputs collected from the activities, in collaboration with the CIAP-PPCMD;
- e) Providing complete documentation of the operational planning process through the submission of a comprehensive final report; and
- f) Assisting the CIAP-PPCMD in developing an internal implementation monitoring and evaluation template for the performance and commitments of delivery units.

The terminal report and outputs must be submitted by the facilitator within thirty (30) calendar days after the planning activity.

#### V. PROJECT DURATION

The conduct of the operational pre-planning and planning conference activities shall be within the first quarter of 2025. There will be a total of three (3) activities: two (2) of which are pre-planning activities and the other one (1) is the planning conference.

The pre-planning activities will be conducted in venues located within the offices of the CIAP or DTI, while the planning conference will be conducted in a venue outside Metro Manila.

#### VI. IMPLEMENTATION ARRANGEMENT

The consultant/facilitator that will be contracted shall undertake the tasks and responsibilities enumerated in Section IV (Scope of Works and Deliverables)



under the supervision of the CIAP – Policy and Program Coordination and Monitoring Division.

The CIAP-PPCMD shall provide both technical and administrative support for the conduct of the activities, including assistance in documenting the proceedings, processing and integrating presentations, and completing administrative requirements.

**VII. QUALIFICATIONS AND EVALUATION OF THE SERVICE PROVIDER**

**A. Eligibility Requirements**

To determine if the prospective bidder is eligible to participate in this bidding, legal, technical, and financial documents shall be submitted, as stated in the invitation to Apply for Eligibility and to Bid and Instruction to Bidders, pursuant to Sections 24.1 and 24.3 of the revised IRR of RA No. 9184, and as amended by RA No. 12009, 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

**B. Minimum Qualifications and Selection Criteria**

CIAP shall select the most qualified service provider using the Quality Cost-based Evaluation pursuant to the pertinent provisions of the revised IRR of RA No. 9184, and as amended by RA No. 12009.

The following evaluation criteria shall be applied:

Evaluation Criteria	Preferred Qualifications	Bases for Evaluation	Weight (%)
Applicable experience, expertise, and capability of the bidder	<ul style="list-style-type: none"> <li>• Knowledgeable and recognized for competence in strategic planning, leadership and management development, and change dynamics at the national level</li> <li>• With at least ten (10) years of experience in consulting work relative to performance management</li> </ul>	Records of previous engagements, DTI/SEC/CDA registration  Sample related works	50%

Evaluation Criteria	Preferred Qualifications	Bases for Evaluation	Weight (%)
	<ul style="list-style-type: none"> <li>• Involvement in similar and/or relevant consulting or professional services of complexity and technical specialty comparable to the job under consideration</li> <li>• Engagements with several institutions on performance management consultancy</li> </ul>		
Quality of Principal/Lead consultant and experts	<p><b><u>Education</u></b></p> <p>Educational attainment in public management, governance, economics, and/or related fields, with strong background in research and data gathering</p> <p><b><u>Training</u></b></p> <p>Proven track record in delivering capacity-building activities and leadership training courses</p> <p><b><u>Professional Experience</u></b></p> <ul style="list-style-type: none"> <li>• Recognized for competence in performance governance systems</li> <li>• Well-versed in facilitating, conducting, and assisting in strategic planning activities</li> <li>• Involvement in similar and/or related consulting or professional services of size, complexity, and technical specialty</li> </ul>	Copies of curriculum vitae indicating relevant work experience and educational background, and trainings attended supported by relevant certificates of attendance/participation	40%

Evaluation Criteria	Preferred Qualifications	Bases for Evaluation	Weight (%)
	comparable to the job under consideration		
Current workload relative to capacity	To be determined by the number of ongoing projects that the principal/lead consultant and experts are currently engaged with	Original signed records/list of ongoing and completed contracts	10%
<b>TOTAL</b>			<b>100%</b>

### C. Evaluation of the Bid Proposals of the Shortlisted Bidder/s

The proposals of the shortlisted bidder/s will be evaluated using the Quality-Cost Based Evaluation. The technical and financial proposals shall be given the following corresponding weight:

Criteria	Weight
Technical Proposal	80%
Financial Proposal	20%
<b>Total</b>	<b>100%</b>

The criteria for the evaluation of the technical proposal shall be as follows:

Criteria	Weight/Score	Bases
Qualification of staff who may be assigned to the project	20 points	As specified in the shortlisting qualifications
Applicable experience and quality of the consulting firm	15 points	
Current/ongoing projects or workload relative to capacity	15 points	
Plan of approach and methodology	50 points	Clarity, feasibility, timelines, written proposal, overall quality of proposed work
Total	100 points	

### VIII. APPROVED BUDGET FOR THE CONTRACT (ABC) AND MODE OF PROCUREMENT

The approved budget for the contract is **Three Hundred Seventy Thousand Pesos (P370,000.00)** inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.



The amount will cover the payment for the following:

- a) Program design and facilitation of the activities;
- b) Service provider's materials;
- c) Documentation of the entire program and terminal report with necessary attachments.

The engagement of the services of a consultant/facilitator for this project shall be undertaken through Negotiated Procurement – Highly Technical Consultants, pursuant to the 2016 Revised Implementing Rules and Regulations of RA No. 9184, as amended by RA No. 12009.

#### **IX. PAYMENT OF SERVICES**

The consultant/facilitator will receive a one-time payment for this contract in the amount of **THREE HUNDRED SEVENTY THOUSAND (P370,000.00)** inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.

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

#### **X. CONFIDENTIALITY AND OWNERSHIP OF DATA**

All the materials conceptualized, designed, and produced shall be owned by CIAP, with full and exclusive rights on future use thereof, both in the Philippines and internationally. The consultant/facilitator shall not use nor disseminate these documents for their own research purposes without the written consent of the CIAP.

#### **XI. OTHER TERMS AND CONDITIONS**

Neither party shall be liable to the other for any failure to perform any obligation under the contract which is due to an event beyond the control of such party including but not limited to force majeure, acts of God, fire, flood, lightning, typhoon, hurricane, volcanic eruption or other convulsion of nature; invasion, acts of foreign enemies, hostilities or warlike operations; strikes, riots, civil commotion, mutiny, rebellion, insurrection, military or usurped power; government intervention, law or ordinance; court order; resolution or judgment; renovation or repairs of whatever nature and stage; closure or cessation of operation; or other causes beyond either party's control.

The client shall also not be charged with cancellation fees if travel restrictions are imposed, or should the conduct of the activity or any mass gathering become impossible due to force majeure, unforeseen events, or any other executive, legal or judicial order or prohibitions. The service provider should likewise be willing to respond to immediate or unforeseen changes or events in the specifications, activities, and schedules based on any local government unit pronouncements.

**XII. PENALTIES AND LIQUIDATED DAMAGES**

Where the consultant refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the Contract Agreement, the Consultant shall pay CIAP for liquidated damages, and not by way of penalty, an amount, as provided in the General Conditions of Contract, equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay. Should the amount of liquidated damages reach ten (10%) percent of the contract amount, CIAP reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

To be entitled to such liquidated damages, CIAP does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due to the events organizing firm under the Contract Agreement and/or collect such liquidated damages from the retention money or other securities posted by the events organizing firm, whichever is convenient to CIAP.

**XIII. DISPUTE RESOLUTION**

Should any dispute related to the TOR and/or rights of the CIAP and the Consultant (otherwise known as the "Parties") arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Makati City.


In case of a court suit, the venue shall be the courts of competent jurisdiction in Makati City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the TOR must be in writing, signed, and acknowledged by the Parties.

Prepared by:

  
**Mary Anne Y. Pinlac**  
Supervising Trade-Industry Development  
Specialist, CIAP-PPCMD

Reviewed and Endorsed by:

  
**Atty. Natalie Pardo-Labang**  
Chief Trade-Industry Development  
Specialist, CIAP-PPCMD

Approved by:

  
**Atty. Herbert D.G. Matienzo, LL.M., MPA**  
Acting Executive Director, CIAP &  
Executive Director, PCAB

Conforme:

**Complete Name and Signature**  
Date: