



Construction Industry Authority of the Philippines
REQUEST FOR QUOTATION/PROPOSAL

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

Engagement of Learning Service Provider for the Conduct of Series of Core/Foundational Training Course for CIAP

P.R. No./Date: **25-03060 | 04 April 2025**

RFQ/P No. / Date: **2025-04-044 | 10 April 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 **Notarized Omnibus Sworn Statement (original notarized copy to be submitted before issuance of PO/JO/Contract)**
- 4 **BIR Certificate of Registration (BIR Form No. 2303)**
- 5 **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 16 April 2025, 03:00 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 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	₱ 630,000.00	Engagement of Learning Service Provider for the Conduct of Series of Core/Foundational Training Course for CIAP (20 participants for each training topic)			
Total ABC		₱ 630,000.00				
Delivery and Other Instructions:			Conduct of training is based on the schedules indicated in the Terms of Reference			

*(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 Learning Service Provider for the Conduct of Core/Foundational Training Course for the Construction Industry Authority of the Philippines

I. RATIONALE

The Construction Industry Authority of the Philippines (CIAP) recognizes the importance of continuous professional development for its employees and aims to enhance their skills and competencies through targeted training program. To ensure successful attainment of the agency's mandates and in line with CIAP's Governance Scorecard strategic objective "to strengthen individual and institutional values and capacity," the CIAP shall conduct series of competency-based Core/Foundational Training Course to its employees.

II. OBJECTIVE

The primary objective of the project is to deliver a series of Core/Foundational Training Course that will equip the CIAP employees with competencies necessary in carrying out and performance of their roles and tasks. An expert trainer-facilitator shall engage the participants on the following modules/topics:

1. Critical Thinking in the Workplace
2. Problem Solving and Decision Making
3. Speak with Confidence: Effective Business Communication
4. Basic Spreadsheet for Business Reporting
5. Visual Presentation Skills
6. Data Management: A Comprehensive Guide to MS Excel & Google Sheets
7. Business Writing
8. Complete Staff Work
9. Writing Minutes of Meeting

III. SCOPE OF WORKS

A Learning Service Provider (LSP) will be engaged for the delivery of a Core/Foundational Training Courses in a schedule presented below, and is expected to do the following activities:

- a. Prepare a course design setting out the course learning outcomes, and delivery strategy. The course design should include various methodologies such as workshops, role-plays, and/or other exercises to facilitate learning.
- b. Prepare equipment, course and presentation materials, training kits, banner and other necessary materials. Advance copy of the presentation materials should be provided to the CIAP-Administrative, Financial and Management



Division/Human Resource Management and Development Section (AFMD/HRMDS).

- c. Conduct pre- and post-program competency assessment of participants against the learning objectives of the Core/Foundational Training Course;
- d. Conduct and facilitate the training for CIAP employees at an agreed venue;
- e. Administer post-program evaluation survey to participants.
- f. Issue certificates to the participants upon completion of the Core/Foundational Training Course;
- g. Submit a Terminal Report on the course delivery and administration, individual pre- and post-competency assessments, course feedback from participants, analyses of issues, and recommendations; and
- h. Deliver the training programs on the following schedules:

Training-Workshop Program	Schedule
Critical Thinking in the Workplace	03 June 2025
Problem Solving and Decision Making	05 June 2025
Speak with Confidence: Effective Business Communication	10 June 2025
Basic Spreadsheet for Business Reporting	17 June 2025
Visual Presentation Skills	19 June 2025
Data Management: A Comprehensive Guide to MS Excel & Google Sheets	24 June 2025
Business Writing	26 June 2025
Complete Staff Work	01 July 2025
Minutes of Meeting	03 July 2025

IV. DELIVERABLES AND TIMELINES

Reports and other relevant documents are to be submitted to and should be duly received and accepted by the CIAP Project Manager. Below is the summary of the deadline of submission of each deliverable:

Deliverables	Timeline
(1) Original signed course design setting-out the course learning outcomes, delivery strategy and course scheduled including various methodologies such as workshops, role-plays, and/or other exercises to facilitate learning duly accepted by the end-user;	Within ten (10) business days after the issuance of the Job Order
(2) Logistical requirement plans; and	
(3) Advance copy of presentation materials (for soft copy presentations, a certification from the learning service provider that the complete set of soft copy of presentations are given and signed accepted by the end-user	
(4) Advance copies of the survey forms for (i) pre and post-competency assessment of participants; and (ii) program evaluation, which should be duly accepted by the CIAP Project Manager	

(5) Certification from the service provider that the complete set of certificates are provided to qualified participants, duly acknowledged by the CIAP Project Manager	A day after the end of the training program
Original signed Terminal Report on the course delivery and administration, individual pre- and post-competency assessments, course feedback from participants, analyses of issues, and recommendations	Seven (7) business days after the end of conduct of the last day of Core/ Foundational Training Course

V. QUALIFICATIONS AND EVALUATION OF THE LEARNING 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 pursuant to Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) 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 of Curriculum Vitae
3. PhilGEPS Registration Number
4. Notarized Omnibus Sworn Statement (original copy to be submitted before the issuance of Job Order to the winning bidder)

B. Preferred Qualifications and Selection Criteria

1. The firm is engaged in consulting and training services on human resource development, organizational improvement, change management, and/or coaching and mentoring for at least five (5) years; or if an individual consultant, engaged in consulting and training services on human resource development, organizational improvement, change management, and/or coaching and mentoring with at least five (5) institutions in the last three (3) years;
2. Has relevant previous or on-going engagements with at least five (5) institutions in a similar or related program, at least two (2) of which were engagements with the government/public sector; and
3. If a firm or an individual, designated lecturer and facilitator should be a graduate of a four-year degree course, and with at least three (3) years work experience as a lead consultant, lecturer or facilitator.

CIAP shall select the most qualified learning service provider using the Quality-Cost Based Evaluation pursuant to the pertinent provisions of the 2016 RIRR of R.A. No. 9184, and as amended by R.A. No. 12009. The 80%-20% quality-to-cost ratio shall be used for these purposes, allocated as follows:

TECHNICAL EVALUATION (80%)		
Evaluation Criteria	Preferred Qualifications	Weight
Applicable Experience	Number of institutions engaged with in similar or related program(s)	30%
	Number of public/government institutions engaged as clients of similar programs	
	Years of experience in providing consultancy and training services in human resource development, organizational improvement, change management, and/or coaching and mentoring; or if an individual, number of engagements in the past three (3) years.	
Quality of Project Personnel, suitability of key staff to perform the project's scope of work, general classifications and competence including education and training background	Educational attainment of the lead consultant	35%
	Years of experience of consultant in the field of providing consultancy and training services in human resource development, organizational improvement, change management, and/or coaching and mentoring	
Plan of Approach and Methodology, clarity, feasibility, innovativeness and comprehensiveness of the proposal	Work Plan	35%
	Approach and methodology (training design and content)	
TOTAL		100%
FINANCIAL EVALUATION (20%)		

The hurdle score for this project to pass in the evaluation is 80 percent.

Qualification of the bidder will be evaluated based on the extensive curriculum vitae submitted by the bidder, including copies of notices of awards or contract providing evidence of previous or ongoing engagements. Also, for partnerships and corporations, bids will be evaluated based on the submitted (a) DTI or SEC registration submitted indicating the year of registration and/or other relevant documents; (b) list of completed and o-going contracts; (c) copies of Certificates of Satisfactory Services Rendered / Certificates of Completion with copies of notices of awards and contracts providing evidence of previous or ongoing engagements; and (d) extensive curriculum vitae of the lead lecturer, facilitator, or learning service provider who will conduct/lead the training program.

VI. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PROCUREMENT

The Approved Budget for the Contract (BAC) is **Six Hundred Thirty Thousand Pesos (P630,000.00)**, inclusive of all applicable government taxes and service charges.

The procurement of the Consulting Service shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to R.A. No. 9184 and its 2016 RIRR, as amended by R.A. No. 12009.

VII. MODE OF PAYMENT

Payment shall be endorsed to the CIAP-AFMD/HRMDS; and the payment shall be released within thirty (30) days upon receipt of the billing statement supported by the Certificate of Satisfactory Services Rendered, and the CIAP's acceptance of the deliverables listed above.

VIII. CONFIDENTIALITY OF DATA AND INFORMATION

The learning service provider that will be engaged by the CIAP shall submit outputs directly to the designated CIAP Project Manager within the CIAP Office for review and endorsement for approval, acceptance and/or payment. All materials, data and information used and generated through this project will be the sole property of the CIAP. The learning service provider shall neither use nor disseminate these documents for their own research purposes without the written consent of the CIAP.

IX. LIQUIDATED DAMAGES

If the learning service provider fails to deliver 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 other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the application rate of one-tenth (1/10) of one percent (1.00%) of the cost of the unperformed portion of every day of delay.

To be entitled to such liquidated damages, CIAP does not have to prove that it has incurred actual damages. Such amounts shall be deducted from any money due or which may become due to the events organizing from under the Job Order and the Terms of Reference.

X. DISPUTE RESOLUTION

Should any dispute related to this Terms of Reference and Job Order and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in order of application. The venue of the proceedings shall be in Makati City.

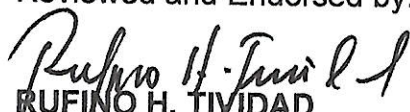
In case of a court suit, the venue shall be the courts of competent jurisdiction in Makati City, to the exclusion of all other courts.

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

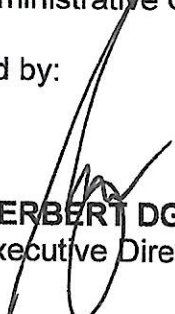
Prepared by:


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AFMD/Human Resource Management and Development Section

Reviewed and Endorsed by:


RUFINO H. TIVIDAD
Chairperson, CIAP Personnel Development Committee
Chief Administrative Officer, AFMD

Approved by:


ATTY. HERBERT DG. MATIENZO, LL.M., MPA
Acting Executive Director, 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 Learning Service Provider for the Conduct of Core/Foundational Training Course to the Construction Industry Authority of the Philippines***

Name and Signature of Authorized Representative of the Service Provider

Company Name and PhilGEPS Registration Number

Tax Identification Number

Date