



## REQUEST FOR QUOTATION / PROPOSAL

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

### Engagement of Design and Facilitation Services for CIAC Planning Workshop

P.R. No./Date Received: **22-02006; 21 February 2022**

RFQ/P No. / Date: **2022-03-0019**

**16-Mar-22**

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 check the appropriate documents needed to be submitted by the bidder. Please refer to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Professional License/Curriculum Vitae for consulting services
- PCAB Licence
- Net Financial Contracting Capacity Computation
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement
- Signed Terms of Reference or Technical Specifications, if applicable
- 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 [ciapbac@construction.gov.ph](mailto:ciapbac@construction.gov.ph) on or before **21 March 2022, 5:00 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,

**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)8896-4507 | e-mail: [ciapbac@construction.gov.ph](mailto:ciapbac@construction.gov.ph)

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	LOT	₱ 200,000.00	Please see Terms of Reference			
Total ABC		₱ 200,000.00	TOTAL Amount			
Delivery and Other Instructions:			Please see 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 DESIGN AND FACILITATION SERVICES FOR THE CIAC PLANNING WORKSHOP

#### I. RATIONALE

In its 226<sup>th</sup> Regular Meeting held on 24 June 2020, the Construction Industry Arbitration Commission (CIAC), considering the need to adapt to the “new normal” due to the COVID 19 pandemic and to revisit and pursue previous proposals/initiatives for the improvement of CIAC services, operations, and facilities, agreed to conduct a strategic planning session for the purpose of determining whether or not objectives/goals have been attained, as well as the things or actions that have to be done in order to improve and ensure sustainability of CIAC operations.

#### II. OBJECTIVE

To come up with an execution plan for CIAC improvement and transformation to the level of global best practices and sustainable operations

#### III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for THE Contract (ABC) is **Two Hundred Thousand Pesos (₱200,000.00)** inclusive of all applicable government taxes and service charges.

#### IV. MODE OF PROCUREMENT

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

#### V. SCOPE OF WORKS

The planning facilitator shall cover the following scope of works:

- i. Design and facilitate an Execution Plan for the Construction Industry Arbitration Commission (CIAC), and
- ii. Preparation of the CIAC Execution Plan and Detailed Action Plans.

#### VI. FRAMEWORK

The Project Facilitator shall provide a Discussion Plan/Project Proposal using the framework provided. This shall be discussed and approved by the agency. The activities shall not be limited to the following:

- Get inputs from the DTI Undersecretary in charge of the Commission, the Supervising Assistant Secretary, the CIAC Chairperson and the CIAC Executive Director on the CIAC’s desired future, as it relates to the Philippine Construction Industry Roadmap 2020-2030 in general, and the CIAC Dispute Resolution Roadmap (2021-2028) in particular.

- Get inputs on global best practices in construction arbitration from PICAM Arbitrators and international arbitrators/practitioners. The PICAM can be asked for specific recommendations or inputs prior to the planning session.
- Given the inputs on global best practices , consensus building shall be facilitated on CIAC's Strategic Positioning.
- Based on the inputs from the above exercise, the present status of the Commission may be identified and assessed in terms of the consensus reached in the above exercise on where it wants to go
- Aligned to the inputs on global best practices , consensus building shall be facilitated on the following areas: Customer Perspective, Process Perspective, Learning & Growth Perspective, and Financial Perspective.
- Translate the Strategy Map/CIAC Dispute Resolution Roadmap into an Implementation Plan

## VII. DELIVERABLES AND TIMELINES

The schedule of the strategic planning session and workshop is tentatively scheduled on April 7 & 8, 2022.

The Planning Facilitator is expected to deliver the following reports based on the proposed schedule:

<i>Deliverables</i>	<i>Timelines</i>
i. Discussion Plan/Project Proposal using the framework provided, duly discussed with and approved by the head of the implementing Board	• Part of the technical proposal of the bidder to be submitted as part of the bid/proposal
ii. Appropriate tools as necessary for the formulation of a plan for proper execution and monitoring, duly approved and accepted by the end-user representative	• Part of the technical proposal of the bidder to be submitted as part of the bid/proposal
iii. CIAC Execution Plan duly approved and accepted by the end-user representative	Five (5) working days from the end of the workshop
iv. Detailed Action Plans duly approved and accepted by the end-user representative	Ten (10) working days from approval and acceptance of the CIAC Execution Plan

## 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*

- Bidder 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.

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.

*iii. Selection Criteria*

The CIAP shall select the most qualified provider using the quality-cost based evaluation pursuant to the pertinent provisions of R.A. No. 9184. The 75%-25% quality cost ratio shall be used for this purpose, allocated as follows:

<i>Evaluation Criteria</i>	<i>Weight</i>
<b>Technical Proposal</b> <ul style="list-style-type: none"> <li>• <b>Applicable Experience (20%)</b></li> <li>• <b>Quality of project personnel (20%),</b> 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</li> <li>• <b>Plan of approach and methodology (60%),</b> i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal</li> </ul>	75%
<b>Financial Proposal</b>	25%
<b>Total</b>	100%

**Hurdle Rate: 75%**

**IX. MODE OF PAYMENT**

Payment shall be endorsed to the Executive Director of CIAC; and the payment shall be released within 15 to 30 days upon receipt of billing statement supported by a Certificate of Satisfactory Service Rendered, and the CIAC's acceptance of the deliverables listed above.

**X. PARTICIPANTS**

The participants of the Planning Workshop are the CIAC Commissioners; the CIAC General Counsel; the President and selected officers/arbitrators/mediators of the Philippine Institute of Construction Arbitrators and Mediators, Inc. (PICAM); the Chair and members of the Council of Advisers to the Commission (CAC); the CIAP Supervising Assistant Secretary; the CIAP Executive Director; the Chairman of the Philippine Domestic Construction Board (PDCB) or his representative; a representative from the Philippine Constructors Association, Inc. (PCA); and the CIAC senior and technical staff.

**XI. 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.

**XII. CONFIDENTIALITY OF DATA AND INFORMATION**

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

Prepared by:

  
**RAYMOND G. GARCIA**  
TIDS, AMCD

Reviewed by:

  
**DELIA B. PERLADA**  
Officer-in-Charge, AMCD

Approved by:

  
**KATHRYN JOSEPHINE T. DELA CRUZ**  
Executive Director, CIAC

**CONFORME:**

\_\_\_\_\_  
Name and Signature of Outsourced Service Provider

\_\_\_\_\_  
PhilGEPS Registration Number

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
Date

## **Annex A**

Bidders are requested to submit the following documents:

### **For individual**

- a. Cover Letter
- b. Curriculum Vitaé
- c. Copy of Diploma/Certificate of Graduation
- d. Certificate of Trainings/Seminar Programs Attended within the last 3 years
- e. List of client references with contact details
- f. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any, which is/are similar to the project to be bid
- g. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- h. Comments and suggestions of offeror on the TOR
- i. Description of the methodology and work plan for performing the project

### **For firm**

- a. Cover Letter
- b. Company Profile
- c. List of client references with contact details
- d. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid
- e. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- f. Comments and suggestions of offeror on the TOR
- g. Description of the methodology and work plan for performing the project
- h. Project Team composition and taskings
- i. Curriculum Vitae of Project Team members
- j. Certificate of Trainings/Seminar Programs Attended by the Lead Consultant/Project Lead within the last 3 years

### **Financial Proposal**

Financial Proposal with cost breakdown

Annex B

RATING SHEET

ENGAGEMENT OF DESIGN AND FACILITATION SERVICES  
FOR THE CIAC PLANNING WORKSHOP

Evaluation Criteria	Criteria	Weight	Rating	Factor Value
<b>Applicable Experience (20%)</b>	Years of experience in design and facilitation services	40%		
	Number of institutions engaged with in similar or related program/s	30%		
	Number of public/government institutions engaged as clients of similar programs	30%		
<b>100%</b>				
<b>Quality of Personnel (20%)</b>	Educational attainment of the consultant (of lead consultant, if firm)	40%		
	Years of work experience of consultant (of lead consultant, if firm) in delivering programs related to process improvement, digital transformation, etc., and of similar nature to public and/or private sector organizations	60%		
<b>100%</b>				
<b>Plan of approach and methodology (60%)</b>	Work Plan	50%		
	Approach and Methodology (Design and Content)	50%		
<b>100%</b>				
Applicable Experience		<i>x (0.20)</i>		
Quality of Personnel		<i>x (0.20)</i>		
Plan of approach and methodology		<i>x (0.60)</i>		
<b>TECHNICAL PROPOSAL (TOTAL)</b>		<b><i>x (0.75)</i></b>		
<b>FINANCIAL PROPOSAL</b>		<b><i>x (0.25)</i></b>		
<b>TOTAL</b>				