



Construction Industry Authority of the Philippines
REQUEST FOR QUOTATION/PROPOSAL

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

Engagement of Consultancy Services of the Assistance of the Continual Improvement of the CIAP's Compliance to PRIME-HRM

P.R. No./Date: **25-08108 | 11 August 2025**

RFQ/P No. / Date: **2025-08-089 | 11 August 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 **Professional License/Curriculum Vitae for consulting services**
- 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 19 August 2025, 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 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

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Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	1 lot	₱ 950,000.00	Engagement of Consultancy Services of the Assistance of the Continual Improvement of the CIAP's Compliance to PRIME-HRM ** See attached Terms of Reference ****			
Total ABC		₱ 950,000.00				
Delivery and Other Instructions:			See Terms of Reference for Other Instructions and Detailed Requirements			

*(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 : _____

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 consultant specializing on organizational development will be engaged to work with CAP – Administrative, Financial and Management Division/Human Resource Management and Development 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 the CIAP PRIME-HRM Technical Working Group (TWG) and other relevant officials, employees and personnel in the development, enhancement, and documentation of HR policies, tools, and processes aligned with the CSC Prime-HRM Level 2 indicators across the four core HR systems;
- Provide full support in the creation of necessary documents and evidence relevant to the of Level 2 Maturity Accreditation to PRIME-HRM;



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- Provide full support during the conduct of the external assessment by the CSC; and
- Provide capacity-building opportunities to CIAP-AFMD – Human Resource Management and Development Section and concerned units to sustain compliance and future elevation to Level.

III. SCOPE OF WORK

The engagement of technical assistance shall cover the following phases:

Phase 1: Gap Analysis and Assessment

- Conduct a desk review of existing HR policies, processes, and tools.
- Identify gaps based on the gap analysis performed by the previous consultant.
- Assess and document the gaps identified needed in the HR systems, practices and competencies to comply with level 2 accreditation requirements for Prime HRM.
- Submit gap analysis report and action plan to Management for alignment of expectations.

Phase 2: System Documentation and Enhancement

- Provide technical guidance to the CIAP-TWG in enhancing and documenting the following:
 1. Competency-based Recruitment, Selection and Placement (RSP) tools and Standard Operating Procedures (SOPs).
 2. Learning and Development Framework and Individual Performance Commitment and Review (IPCR) based training needs identification.
 3. Performance management calibration process and tools.
 4. Rewards and Recognition program aligned with performance results.
 5. Recommend appropriate policies, procedures and administrative issuances.

Phase 3: Enhancing Practices of the Organization on the Four Pillars

- Review current organizational practices across the four Prime-HRM pillars.
- Present the identified areas for development, enhancement, or modification to the CIAP TWG.
- Recommend improvements and provide assistance to the CIAP TWG in the development, enhancement, or modification of these practices.

Phase 4: Developing and Enhancing Competencies on Four Pillars

- Develop a competency framework covering the four Prime-HRM pillars: Recruitment, Selection and Placement (RSP), Performance Management (PM), Learning and Development (L&D) and Rewards and Recognition (R&R).
- Identify and enumerate the specific competencies required under each pillar.
- Cross-check and align the identified competencies with the standards set by the CSC for Prime-HRM Level 2 accreditation.
- Finalize the competency models for all four pillars agreed upon by the CIAP TWG to ensure alignment, compliance, and readiness for implementation.



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Phase 5: Final Review, Preparation and Submission of Documents and Level 2 CSC Prime-HRM requirements

- Facilitate the work of the CIAP-TWG in finalizing the development or enhancement of systems, practices, and competencies.
- Organize existing and proposed tools, templates, and supporting documents for submission to the CSC.

Phase 6: Post Activity

- Mock Audit
- Prime HRM Employee Orientation/Awareness Seminar
- Coaching during the CSC Assessment

IV. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PROCUREMENT

The approved budget for the contract is Nine Hundred Fifty Thousand Pesos (₱950,000.00) inclusive of all service charges and taxes. All expenses related to the completion of the engagement are included in the ABC (i.e., transportation, meals and lodging of the consultants)

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 RA 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. Income/Business Income Tax Return
5. Notarized Omnibus Sworn Statement



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ii. *Minimum Qualification 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 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 the 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.	20
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 another allied course. Eight (8) hours of relevant training in competency-based HRM, competency framework development, human resource development planning, and project management. Engaged in five (5) organizations in consultancy experience working and dealing with government offices or institutions on competency framework development, and human resource development planning. <p><u>Technical Staff</u></p>	Signed extensive curriculum vitae submitted indicating the relevant work experience and educational background, trainings attended (preferably supported by certificates of training)	30



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Evaluation Criteria	Minimum Qualifications	Bases	Weight (%)
	<p>At least one (1) Technical Staff with the following minimum qualifications:</p> <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 another 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 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
Total			100

The highest total 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

The following are the specific outputs required to be submitted by the consultant within the engagement period

1. **Gap analysis report and action plan**
2. **Recruitment, Selection and Placement Deliverables**
 - a. Updated Office Orders (PSB composition and functions)
 - b. Proposed/Updated Annual Recruitment Plan Template
 - c. Reviewed and/or modified Competency-Based Job Descriptions for all CIAP permanent positions
 - d. Reviewed and/or modified CIAP Core and Functional Competencies
 - e. Reviewed and/or modified Staffing Plan
 - f. Developed Agency Orientation Program
 - g. Developed Succession Plan Framework in consultation with CIAP-Administrative, Financial and Management Division and CIAP management



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3. Performance Management System Deliverables

- a. Reviewed and/or modified Strategic Performance Management System (SPMS) or provide recommendations on the existing SPMS of the CIAP, in consultation with the CIAP-Policy and Program Coordination and Monitoring Division
- b. Develop and recommend Individual Development Plan (IDP) aligned with competencies

4. Learning and Development Deliverables

- a. Developed Training Needs Analysis (TNA) Tool and Guidelines
- b. Reviewed and/or modified Training Design Process or Plan or provide recommendations on the existing procedure
- c. Reviewed Annual L&D Plan and Monitoring and Evaluation Mechanisms and recommend improvements

5. Rewards and Recognition Deliverables

- a. Develop Rewards and Recognition Framework and Guidelines for review and approval pursuant to existing COA, DBM and CSC rules and regulations pursuant to the provision of rewards and recognitions to government employees
- b. Develop Policies, Procedures, and Implementing Rules for R&R
- c. Develop appropriate forms, templates, and documentation according to CIAP/CSC approved standards

6. Final Report and Other Deliverables

- a. Conduct of Orientation and Awareness Sessions on the Four Pillars to familiarize them on the requirements prior to CSC assessment
- b. Provide Technical Assistance in drafting, enhancing, and finalizing required documents to the CIAP TWG as part of transfer of technology to CIAP team
- c. Submit a Terminal Report with sustainability recommendations subject to the review and approval of the CIAP management.

VII. TIMELINES

Presented below are the work-around schedules of phases and deliverables

Phase / Activity	Month 1	Month 2	Month 3	Month 4
Phase 1: Gap Analysis and Assessment				
• Desk Review of HR policies, processes, and tools	■			
• Review of previous consultant's gap analysis	■			
• Identify and document gaps	■			
• Submit gap analysis report and action plan	■			
• Briefing and planning sessions	■			
Phase 2: System Documentation and Enhancement				
• Enhance RSP, L&D, IPCR tools, calibration process, R&R		■		
• Recommend policies and procedures		■		
Phase 3: Enhancing Practices (Four Pillars)				
• Review current practices			■	
• Recommend improvements & provide technical support			■	
Phase 4: Competency Development				
• Develop competency framework & enumerate competencies			■	
• Cross-check with CSC standard			■	
• Finalize competency models				■



Phase / Activity	Month 1	Month 2	Month 3	Month 4
Phase 5: Final Review, Preparation, and Submission				
• Review and finalize systems, practices, and competencies				
• Organize and consolidate final documents for CSC submission				
• Final check and submission support				
Phase 6: Post Activity				
• Mock Audit				
• Prime HRM Employee Orientation/Awareness Seminar				
• Coaching during the CSC Assessment				

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

VIII. TERMS OF PAYMENT

The following is the schedule of payment based on the timelines and deliverables:

Deliverables/Phase	Percentage of Contract Price
Phase 1 Specific Outputs/Deliverables: <ul style="list-style-type: none"> • Gap Analysis Report • Action Plan • Briefing and Planning Sessions Attendance Sheets and Highlights of Agreements Reached 	15%
Phases 2 and 3 Specific Outputs/Deliverables: <p>Recruitment, Selection and Placement Deliverables</p> <ul style="list-style-type: none"> • Updated Office Orders (PSB composition and functions) • Proposed/Updated Annual Recruitment Plan Template • Reviewed and/or modified Staffing Plan • Developed Agency Orientation Program • Developed Succession Plan Framework in consultation with CIAP-Administrative, Financial and Management Division and CIAP management <p>Performance Management System Deliverables</p> <ul style="list-style-type: none"> • Reviewed and/or modified Strategic Performance Management System (SPMS) or provide recommendations on the existing SPMS of the CIAP, in consultation with the CIAP-Policy and Program Coordination and Monitoring Division <p>Learning and Development Deliverables</p> <ul style="list-style-type: none"> • Reviewed and/or modified Training Design Process or Plan or provide recommendations on the existing procedure • Reviewed Annual L&D Plan and Monitoring and Evaluation Mechanisms and recommend improvements <p>Rewards and Recognition Deliverables</p> <ul style="list-style-type: none"> • Develop Rewards and Recognition Framework and Guidelines for review and approval pursuant to existing COA, DBM and 	35%



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Deliverables/Phase	Percentage of Contract Price
CSC rules and regulations pursuant to the provision of rewards and recognitions to government employees <ul style="list-style-type: none"> Develop Policies, Procedures, and Implementing Rules for R&R Develop appropriate forms, templates, and documentation according to CIAP/CSC approved standards 	
Phase 4 Specific Outputs/Deliverables: <p>Recruitment, Selection and Placement Deliverables</p> <ul style="list-style-type: none"> Reviewed and/or modified Competency-Based Job Descriptions for all CIAP permanent positions Reviewed and/or modified CIAP Core and Functional Competencies <p>Performance Management System Deliverables</p> <ul style="list-style-type: none"> Develop and recommend Individual Development Plan (IDP) aligned with competencies <p>Learning and Development Deliverables Developed Training Needs Analysis (TNA) Tool and Guidelines</p>	20%
Phase 5 Specific Outputs/Deliverables: <ul style="list-style-type: none"> Organized and consolidated final documents for CSC submission for approval of the CIAP Executive Director 	10%
Phase 6 Specific Outputs/Deliverables: <ul style="list-style-type: none"> Results of Mock Audit Training Certificates for participants of Prime HRM Employee Orientation/Awareness Seminar Highlights of Agreements Reached during the Coaching during the CSC Assessment Terminal Report with sustainability recommendations subject to the review and approval of the CIAP management. 	20%
TOTAL	100%

IX. PROJECT DURATION

The project will be for four (4) months, which can be extended until December 2025 on the same contract price.

X. METHODOLOGY

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

1. Consultative meeting/workshop
2. Interview with process owners



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3. Focused group discussions
4. Self-assessment/gap analysis

Bidders may propose their own methodologies as part of the Plan of Approach and Methodology. Throughout the project, the consultant is expected to work closely with the CIAP Human Resource Management and Development Section in a scheduled as agreed upon within the parties. Further, a dedicated Technical Staff should be available upon request by the CIAP. All documentations related to the project shall remain the sole and exclusive property of CIAP.

Prepared by:

Original Copy Signed

PRECELA T. MARQUEZ

Human Resource Management Officer II

Reviewed by:

Original Copy Signed

RUFINO H. TIVIDAD

Chief Administrative Officer

Approved by:

Original Copy Signed

ATTY. HERBERT DG. MATIENZO, LL.M., MPA

Acting Executive Director, CIAP



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