



Bids and Awards Committee


Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



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Member

REQUEST FOR QUOTATION

(RFQ) No. 2021 – 15)

(Negotiated Procurement – Small Value Procurement)

Date: June 30, 2021

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project: **PROCUREMENT OF CONSULTANCY SERVICE PROVIDER FOR THE COMPETENCY MODELING, PROFILING AND ASSESSMENT FOR THE PROFESSIONAL REGULATION COMMISSION.**

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes “A-B” for your reference.

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

Thank you.

Very truly yours,

ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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REQUEST FOR QUOTATION (Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **Procurement of Consultancy Service Provider for the Competency Modeling, Profiling and Assessment for the Professional Regulation Commission** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project :	Procurement of Consultancy Service Provider for the Competency Modeling, Profiling and Assessment for the Professional Regulation Commission
Approved Budget for the Contract :	Five hundred Thousand Pesos (Php500,000.00)
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila
Specification :	See attached Annex “A” for the Terms of Reference and Schedule of Delivery, Indicative Work Plan and Annex “B” for Financial Bid.

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, by mail/courier, through facsimile or via email (bac@prc.gov.ph), duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein **on or before 10:00 in the morning of July 08, 2021** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated at the BAC Conference Room, 4th Floor, PRC Annex Building on **July 08, 2021, on 10:30 in the morning**, in the presence of the representative who may choose to attend.

❖ TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex “A” & “B”)**.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.



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6. Award of Contract shall be made to the highest rated bid which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

1. Valid Mayor's / Business Permit
(In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment)
2. Professional License/Curriculum Vitae (*Consulting Services*)
3. PhilGEPS Registration Number
4. Latest Income/Business Tax Return
(for ABCs above P500,000.00)
5. Omnibus Sworn Statement
(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment.)
6. Secretary's Certificate / Authorization to sign as representative

- ❖ *For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)*
- ❖ *For procurement requiring Mayor's Permit and Philgeps Registration Number, Certificate of Platinum membership may be submitted in lieu of the said documents.*

PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC reserves the right to accept or reject any or all quotations, and to impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the BAC Secretariat at facsimile No. (02) 5-310-0037.

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ANNEX "A"

TERMS OF REFERENCE (TOR)

PROCUREMENT OF CONSULTANCY SERVICE PROVIDER FOR THE COMPETENCY MODELING, PROFILING AND ASSESSMENT FOR THE PROFESSIONAL REGULATION COMMISSION

(Through Negotiated Procurement Pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

Approved Budget for the Contract

The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of Five Hundred Thousand Pesos (Php500,000.00) inclusive of all applicable bank and government charges.

I. BACKGROUND/RATIONALE

The Professional Regulation Commission is a national government agency that administers, implements, and enforces the regulatory policies of the national government with respect to the regulation and licensing of the forty-three (43) professions under its jurisdiction through the Professional Regulatory Boards.

In fulfillment of its legal mandate, the PRC performs two important functions, which are: 1) to conduct and administer licensure examinations to aspiring professionals, and 2) to regulate and supervise the practice of the professions exercised in partnership with the forty-three (43) Professional Regulatory Boards (PRBs) in the fields of health, business, education, social sciences, engineering and technology. The PRBs govern their respective professions' practice and ethical standards and accredit the professional organization representing the professionals.

To align with the Civil Service Commission's (CSC) advocacy to upgrade systems, processes and competencies in the public sector through its Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIMEHRM), the PRC is in the process of improving its human resource related systems to vie for the PRIME HRM Maturity Level II. This initiative necessitates the development/upgrading of personnel competencies to be responsive to the job complexities brought about by changes in organizational thrusts and priorities. This form of preparedness will match the competency requirements of HR's current internal and global trends and practices to achieve a consistent job-personnel-organization fit to address future risks and challenges, which are constantly affecting the efficient delivery of PRC services to the public.

To respond to the above challenges, there is a need for the development of the PRC Competency Framework. An Introduction to Competency Modelling and Profiling was conducted in 2019 and 2020, which involves offices and selected employees from the Central and Regional Offices. Following the activity, the Commission was able to come up with a draft Competency Dictionary.

A second phase of the initiative is imperative to complete the intervention for the remaining Staffs/Offices in the PRC Central Office and Regional Offices for a



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uniform and standardized recruitment, selection, and placement of personnel. Given that the existing Human Resource Development Division personnel complement has limited capacity in such undertaking, there is a need for outsourcing the professional services of a service provider to continue the development of the PRC Competency Modelling, Profiling and Assessment.

II. OBJECTIVES

The general objective of this engagement is to complete the PRC Competency Modelling, Profiling and Assessment of the technical positions in the PRC Central Office and Regional Offices. Specifically, the objectives are as follows:

1. To review/update the draft PRC competency framework/manual that will serve as standards in human resources requirements to support the achievement of the strategic goals of the agency;
2. To identify/review the relevant functional competencies of all technical positions that cut across all PRC in the Central and Regional Offices for uniform job descriptions for each position level;
3. To develop the Position Profiles/Create a matrix of the identified positions and competencies that identifies the following:
 - a) competencies required for each position;
 - b) ideal or required level of proficiency per required competency levels for the positions.
4. To capacitate (through understudy/shadowing) selected officers and personnel on how to develop, update, revise and use the Competency Framework in the four (4) HR systems identified under the PRIME-HRM.

III. SCOPE OF WORK

The Consultant shall be engaged for a period of four (4) months to update the PRC Functional Competency Framework and render the following services:

A. Preparatory Activities

1. Submit inception report including a work plan with a detailed timeline of activities consistent with the scope of services indicated in this TOR;
2. Undertake all necessary briefings/orientations with PRC Officers and the Human Resource Development Division;
3. Prepare the PRC Competency Framework and review as well relevant materials, information, and literature that are critical in producing the outputs.

B. Actual Engagement

1. Conduct data gathering activities (i.e., meetings, FGDs, interviews, etc.);
2. Identify and validate relevant functional competencies across all technical positions in the PRC;
3. Formulate/update the functional competency titles, definitions and proficiency levels which will be reflected in the competency dictionary;
4. Develop Position Profiles/Create a matrix of the position titles and competencies that identifies the following:
 - a. competencies required for each position;
 - b. ideal or required level of proficiency per required competency levels for the positions'
5. Coach and/or train selected Officers and HR personnel in job profiling and;



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6. Maintain close collaboration with the HRDD to ensure the alignment of the competency framework with the requirements of the PRC;
7. Present the initial output to the Commission for comments; and
8. Prepare and submit all required deliverables in accordance with the milestones of the work plan including revised outputs incorporating all comments and recommendations.

C. Post-Engagement

1. Seek acceptance of the Output;
2. Submit Hard and soft copies (pdf and word format in USB) of all outputs; and
3. Submit terminal report to officially declare full completion of the engagement.

IV. DUTIES AND RESPONSIBILITIES OF THE PRC

1. Provide data/documents needed by the Consultant;
2. Identify Officers and HR personnel to undergo understudy/shadowing with the Consultant;
3. Assist the Consultant in coordinating the interviews/FGDs/surveys with all the Staffs when deemed necessary;
4. Provide logistical arrangements such as production and reproduction of needed materials and virtual meeting venues; and
5. Facilitate payment of consultancy fee based on the identified payment scheme.

V. EXPECTED OUTPUT

The following are the expected outputs of the engagement:

1. Reviewed/Updated PRC Competency Framework and Competency Dictionary;
2. Well trained/capacitated HRDD personnel in job profiling and on application of the Competency Framework in the four (4) HR systems identified under the PRIME-HRM;
3. Developed Position Profiles/Create a matrix of the identified positions and competencies; and
4. Completed and submitted deliverables in accordance with the milestones of the work plan including revised outputs incorporating all comments and recommendations.

VI. QUALIFICATION REQUIREMENTS

1. Qualification of the Consulting Firm

The Firm shall have at least 10 years of similar and/or relevant experience, including five (5) years of actual consulting engagements in related projects. Similar experience refers to the expertise earned from engagement of consultancy services rendered related to competency-based modelling/assessment and job profiling. Relevant experience refers to the expertise earned from services rendered in the firm's engagement to a wider scope of human resource management and development (HRMD) such as organization development, recruitment and selection, learning and development, performance management and rewards and recognition. Similar



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and relevant experiences shall also include earned expertise from the conduct of capacity-building/training programs related to HRMD.

The consultant or accredited institution shall organize a team. The expertise of the team members must be varied and must respond to the competencies and expertise required to complete the project. The team must have specialists in the following areas: (1) Competency Based HR Management Applications/ Systems; (2) Competency Modeling/ Profiling; (3) Competency Assessment; and (4) Legal Background particularly in the government sector in order to ensure that the technical competencies are appropriately captured and translated into the required output.

2. Qualification of Consultancy Firm Personnel

i. Officers/Key Personnel of the Firm

For evaluation purposes, the qualification of the Firm's Officers/key personnel will also be evaluated in terms of their applicable educational background, training, and experience to ascertain their capability in conducting the training.

ii. Key Personnel proposed to be assigned to the Project

1. The Consultant is to put together a core team composed of one (1) Team Leader and 2-3 Members, one of which must have a technical knowledge and appreciation of the PRC functions to ensure that the technical capacities are appropriately translated into required outputs; and another must be a technical writer to ensure that outputs, reports and competency dictionary are properly written before its submission.

2. The Team Leader will be responsible for the project and will be PRC's point of contact for the project. He/she must possess the following qualifications:

- a. Experience – at least eight (8) years of related professional experience including thirty-six (36) person-months of actual undertaking on competency modelling/assessment, job profiling, development of competency rubrics and dictionary;
- b. Training – shall have attended at least 120 hours of relevant training; and
- c. Education – at least a Master's Degree holder related to HRMD, i.e., Human Resource Management, Psychology, Business course major in Human Resource Development or Human Resource Management, Organizational Development, among others.

3. The 2-3 members will provide additional technical support, and must possess the following qualifications:

- a. Experience – at least five (5) years of related professional experience, twenty-four (24) person-months of actual undertaking related to competency modelling and assessment, and job profiling, and at least one (1) member must be a technical writer;
- b. Training – shall have attended at least 120 hours of relevant training; and



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- c. Education – at least a Bachelor’s Degree in OD, HRM, Psychology and other similar behavioral science discipline such as Guidance and Counselling, Behavioral Science, Organizational Psychology, and Sociology, etc.

VIII. EVALUATION OF BIDS

The bidders/consultants shall be required to submit their technical and financial proposals. Particularly, the technical proposal should contain clear descriptions of the content, approaches and methodologies to be used in compliance with this TOR.

Bids shall be evaluated using the Quality-Cost Based Selection (QCBS) procedure under RA 9184 and its IRR. The weights are allocated as follows: Technical 80% and Financial 20%

IX. INDICATIVE WORK PLAN

The Development of a Functional Competency Framework shall be completed within a period of four (4) months, inclusive of period for preparatory work and review/acceptance by PRC of the deliverables from the receipt of the Notice to Proceed (NTP), or until contract amount has been fully disbursed/expended in accordance with the contract terms and conditions.

Indicative Work Plan on the Development of Competency Modelling, Profiling and Assessment of the PRC

Activities	Month 1				Month 2				Month 3				Month 4			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1. Kick-off meeting with PRC-HRDD	█															
2. Submit inception report including workplan																
3. Conduct orientation to Concerned Officers and Staffs																
4. Desk review of the PRC Core Competency Framework		█														
5. Conduct Focus Group Discussion, Interview, Job survey, job analysis focusing on functional competency		█	█													
6. Identify the functional competency per job group and per position				█	█											
7. Develop the competency model						█	█	█								
a. Competency titles and definitions																
b. Identify the list of behaviors according to skill set and competency per level										█	█	█				
8. Revision of PRC CD and Drafting of Position Profiling of all identified technical positions																
9. Submission of initial output for the Revised PRC CF, Dictionary for comments/ approval of concerned																



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- The Inception Report, shall include the detailed work plan/program for the duration of the study including schedule of coaching for selected HR personnel in job profiling and writing of job descriptions.
- The Mid-Term Report, shall include initial findings of the Consultant on its prepared PRC Competency Framework including its review of the initial draft proposal for the PRC Competency Dictionary.
- The Draft Final Report shall include the required PRC Competency Framework and Updated Competency Dictionary and Profiling of all technical positions. This also includes presentation to the Commission for comments including the HR Coaching.
- The Terminal/Final Report shall include the final output on the PRC Competency Framework and Updated Competency Dictionary of all technical positions incorporating MANCOM comments and suggestions. This also includes findings/recommendations on how PRC HRDD can properly cascade the approved Framework to concerned Staffs/Offices. Payment will be processed at the end of the contract together with the Terminal/Final Report.

XIII. OWNERSHIP AND RESERVED RIGHTS ON THE USE OF THE OUTPUTS/DELIVERABLES

Any data, information, or other materials gathered and prepared in the fulfillment of the above deliverables shall belong to and remain the property of the PRC. The Consultant may be given permission to use any part of the entire document upon issuance of prior consent and approval by the PRC. Provided, the intent and purpose of use of the document will not cause any misrepresentation and adverse implication on the part of PRC.

XIV. RETENTION PAYMENT

- A retention payment of ten (10) percent shall be withheld. It shall be based on the total amount due to the Consultant (net of the estimated cost for the conduct of the project) prior to any deduction and shall be retained from every progress payment until 50 percent of the value of the Project, as determined by PRC, is completed. If, after 50 percent completion, the Project is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten (10) percent retention shall be imposed.
- The total 'retention money' shall be due for release upon approval of the Terminal/Final Report. The Consultant may, however, request the substitution of the retention money for each progress billing with irrevocable standby letters of credit from a commercial bank, bank guarantees, or surety bonds callable on demand, of amounts equivalent to the retention money substituted for and acceptable to PRC provided that the Project is on schedule and is satisfactorily undertaken. Otherwise, the ten (10) percent retention shall be made. Said irrevocable standby letters of credit, bank guarantees and/or



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ARISTOGERSON T. GESMUNDO
Chairman

[Signature]
OMAIMAH E. GANDAMRA
Vice-Chairperson

[Signature]
WILMA T. UNANA
Member

[Signature]
CRISANTO L. DECENA
Member

[Signature]
EARLA ANGELINE B. UJANO
Member

ALTERNATE MEMBERS:

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

ARJAY R. ROSALES
Member

[Signature]
HENRIETTA D. NARVAEZ
Member

PROVISIONAL MEMBERS:

TEODORO V. MENDOZA, II
Provisional Member, Non-IT Projects

RICHARD M. ARANIEGO
Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

MARGIERY D. DULIN
Member

MARIA ENRICA D. JUBAY
Member

CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
Member

LIEZEL F. BURAGA
Member

JOEL P. IGNACIO
Member

surety bonds, to be posted in favor of PRC shall be valid for the duration of the contract.

XV. LIQUIDATED DAMAGES

1. If the Consultant fails to deliver any or all of the Services within the period(s) specified in this contract, the PRC shall without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth (1/10) of one (1) percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule. Once the amount of liquidated damages reaches ten percent (10%) of the total amount of contract, the PRC may consider termination of this Contract.
2. To be entitled to such liquidated damages, PRC need not prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the Consultant under the contract and/or collect such liquidated damages from the retention money or other securities posted by the Consultant whichever is convenient to PRC.

XVI. NON-DISCLOSURE AGREEMENT

The consultant shall execute a non-disclosure agreement on all materials/information discussed during the course of the work and adhere to the rules under Data Privacy Act of the 2012 (R.A. 10173) and the PRC Policy on Data Privacy

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF CONSULTANCY SERVICE PROVIDER FOR THE COMPETENCY MODELING, PROFILING AND ASSESSMENT FOR THE PROFESSIONAL REGULATION COMMISSION

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY



Bids and Awards Committee

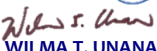
Republic of the Philippines
 Professional Regulation Commission
 P. Paredes St., Sampaloc, Metro Manila
 Tel. Fax: 5-310-0037
 Email: bac@prc.gov.ph



REGULAR MEMBERS:


ARISTOGERSON T. GESMUNDO
 Chairman


OMAIRA E. GANDAMRA
 Vice-Chairperson


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 Member


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 Member

LIEZEL F. BURAGA
 Member

JOEL P. IGNACIO
 Member

QUALIFICATION REQUIREMENTS

1.	<p>1. Qualification of the Consulting Firm = 25%</p> <p>The Firm shall have at least 10 years of similar and/or relevant experience, including five (5) years of actual consulting engagements in related projects. Similar experience refers to the expertise earned from engagement of consultancy services rendered related to competency-based modelling/assessment and job profiling.</p>
	<p>2. Qualification of Consultancy Firm Personnel = 30%</p> <p>1. Team Leader</p> <p>a. Experience – at least eight (8) years of related professional experience including thirty-six (36) person-months of actual undertaking on competency modelling/assessment, job profiling, development of competency rubrics and dictionary;</p> <p>b. Training – shall have attended at least 120 hours of relevant training; and</p> <p>c. Education – at least a Master’s Degree holder related to HRMD, i.e., Human Resource Management, Psychology, Business course major in Human Resource Development or Human Resource Management, Organizational Development, among others.</p>
	<p>3. Members (2-3 Personnel) = 30%</p> <p>a. Experience – at least five (5) years of related professional experience, twenty-four (24) person-months of actual undertaking related to competency modelling and assessment, and job profiling, and at least one (1) member must be a technical writer;</p> <p>b. Training – shall have attended at least 120 hours of relevant training; and</p> <p>c. Education – at least a Bachelor’s Degree in OD, HRM, Psychology and other similar behavioral science discipline such as Guidance and Counselling, Behavioral Science, Organizational Psychology, and Sociology, etc.</p>
	<p>4. List of Present and Previous Clients = 15% <i>(Bidders shall submit a list of its previous clients from January 2011 up to present.)</i></p>



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph




ANNEX "B"

REGULAR MEMBERS:


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Chairman


OMAIRA E. GANDAMRA
Vice-Chairperson


WILMA T. UNANA
Member


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Member

JOEL P. IGNACIO
Member

PRICE QUOTATION SHEET FINANCIAL BID

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

Total Bid Price for the Project: (Inclusive of all taxes and bank charges)

PROCUREMENT OF CONSULTANCY SERVICE PROVIDER FOR THE COMPETENCY MODELING, PROFILING AND ASSESSMENT FOR THE PROFESSIONAL REGULATION COMMISSION:

In Figures: _____

In Words: _____

*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____