

REQUEST FOR QUOTATION

(RFQ-2017-061)

1. The **SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII)**, through its Bids and Awards Committee (BAC), invites PhilGEPS registered suppliers/contractors to submit sealed quotations for the project **"Procurement of Consultancy Services for Development of DOST-STII Competency Framework for Technical Job Families"** with Approved Budget for the Contract (ABC) in the amount of **Seven Hundred Thousand Pesos Only (Php700,000.00)**:

Qty.	Descriptions	Approved Budget for the Contract (ABC)
1 lot	Procurement of Consultancy Services for Development of DOST-STII Competency Framework for Technical Job Families <i>(Attached TOR and Bid/Proposal Evaluation Report)</i>	Php700,000.00

2. Procurement will be conducted through Negotiated Procurement – Small Value Procurement (Sec. 53.9) as prescribed under Rule XVI – Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".
3. Suppliers/contractors shall submit their sealed quotations **on or before 15 December 2017, 10:00 A.M.** at the STII – BAC Secretariat - Property Section, 2nd Flr. STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City.
4. The STII reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. STII further reserves the right to reject any and all proposals, or declare a failure of bidding, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability in accordance with Republic Act (RA) No. 9184 and its Implementing Rules and Regulations.



5. For further information, please refer to:

JONA M. BERNAL

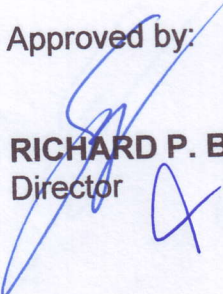
BAC Secretariat

Telephone No. 837-2192 to 94

Telefax No. 837-2071 loc. 2145


BENEDICT P. CAGAANAN
BAC Chairperson 

Approved by:


RICHARD P. BURGOS

Director

Bid Notice Abstract

Request for Expression of Interest

Reference Number 5045405
Procuring Entity SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
Title Procurement of Consultancy Services for Development of DOST-STII Competency Framework for Technical Job Families
Area of Delivery Metro Manila

Solicitation Number:	RFQ-2017-0061	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	3
Classification:	Goods	Bid Supplements	0
Category:	Consulting Services		
Approved Budget for the Contract:	PHP 700,000.00	Document Request List	0
Delivery Period:			
Client Agency:			
Contact Person:	Ma. Rachel Diana S Mesias Administrative Aide I STII Bldg., DOST Compound, Gen. Santos Avenue, Bicutan Taguig City Metro Manila Philippines 1631 63-2-8372071 Ext.2145 lechar109@yahoo.com	Date Published	09-Dec-2017
		Last Updated / Time	08-Dec-2017 17:57 PM
		Closing Date / Time	15-Dec-2017 10:00 AM

Description

REQUEST FOR QUOTATION
(RFQ-2017-061)

1. The SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII), through its Bids and Awards Committee (BAC), invites PhilGEPS registered suppliers/contractors to submit sealed quotations for the project "Procurement of Consultancy Services for Development of DOST-STII Competency Framework for Technical Job Families" with Approved Budget for the Contract (ABC) in the amount of Three Hundred Thousand Pesos Only (Php300,000.00):

Qty. Descriptions

1 lot Procurement of Consultancy Services for Development of DOST-STII Competency Framework for Technical Job Families

(Attached TOR and Bid/Proposal Evaluation Report)

Approved Budget for the Contract (ABC) Php700,000.00

2. Procurement will be conducted through Negotiated Procurement – Small Value Procurement (Sec. 53.9) as

Rule XVI – Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".

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JONA M. BERNAL
BAC Secretariat
Telephone No. 837-2192 to 94
Telefax No. 837-2071 loc. 2145

BENEDICT P. CAGAANAN
BAC Chairperson

Approved by:

RICHARD P. BURGOS
Director

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	CONSULTING SERVICES	Procurement of Consultancy Services for Development of DOST-STII Competency Framework for Technical Job Families	1	Lot	700,000.00

Created by Ma. Rachel Diana S Mesias

Date Created 08-Dec-2017

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Republic of the Philippines
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
 STII Building, DOST Complex, Bicutan, Taguig City

FR-FAD-PS No. 001

(rev.01 10/17/16)

PURCHASE REQUEST

Entity Name: _____

Fund Cluster: _____

Office/Section: _____

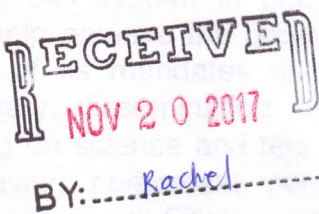
PR No.: 17-11-0644

Responsibility

Center Code: 19-000-1000-01-01

Date: _____

20-Nov-17

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Fee	Consultant/s for the Development of DOST-STII Competency Framework for Technical Job Families	1	700,000.00	700,000.00
<div style="text-align: center;">  </div>					700,000.00

Purpose: _____

For Development of DOST-STII Competency Framework for Technical Job Families

Requested by: _____

Approved by: _____

Signature: _____

Printed Name: _____

Designation: _____

ARLENE E. CENTENO

Chief, FAD

RICHARD P. BURGOS

Director

TERMS OF REFERENCE

PROJECT : DEVELOPMENT OF DOST-STII COMPETENCY
FRAMEWORK FOR TECHNICAL JOB FAMILIES
PROPONENT : SCIENCE AND TECHNOLOGY INFORMATION
INSTITUTE – FINANCE AND ADMINISTRATIVE
DIVISION, PERSONNEL SECTION

I. RATIONALE

The Department of Science and Technology – Science and Technology Information Institute (DOST-STII), the information and marketing arm of the DOST, intends to embark into another significant project that would guarantee the competence of its officials and employees, particularly those who perform technical or operational jobs in the institute.

This is being pushed consistent with the Civil Service Commission (CSC) Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) where achieving higher maturity level in PRIME-HRM requires implementation of a Competency-Based Human Resource System.

The DOST-STII is now set to join the commission and other government agencies that already have this system in place, trusting that by adopting the same approach, it will help achieve the desired maturity level and, most importantly, assure fulfillment of its mandates of establishing a science and technology databank and library; disseminating science and technology information; and conducting training on science and technology information. Further, the institute assumes that having competent personnel to carry out their duties and responsibilities, its mission to Filipino people will be accomplished with excellence and maximum efficiency.

II. OBJECTIVE

The objective of the project is to establish a Competency-Based Human Resource System in DOST-STII by creating a competency framework which will be the basis for recruiting, developing, and rewarding employees. Due to limited financial resource, the project will only cover six (6) technical job families, as follows:

1. Information Officers
2. Audio Visual Technicians (videographers, photographers)
3. Creative and Design Artists
4. Librarians
5. Documenters/Analysts
6. Information Technology (IT) Officers

III. SCOPE OF WORK

1. Provide:
 - Consultant/s
 - Briefing and workshops to STII management and supervisors, Promotion and Selection Board (PSB)
2. Prepare:
 - Technical Competency Framework with Competency Dictionary for Information Officers, Audio Visual Technicians (videographers, photographers), Creative and Design Artists, Librarians, Documenters/Analysts, and IT Officers
 - Competency-Based Job Descriptions and Competency Profiles
 - End-User Manual

IV. PROJECT DELIVERABLES AND TIMELINES

The contract shall be completed in four (4) months to commence upon the issuance of Notice to Proceed. The consultant shall conduct the following activities with expected deliverables:

Activities	Deliverables	Timeline
Conduct of project orientation/briefing to STII Key officers and personnel	Briefing conducted	Within the 1st month
Conduct the stakeholders Focus Group Discussion (1-2 FGDs with external subject matter experts)	Stakeholder Perspectives gathered	Within the 1st month
Conduct interviews with key STII officers	Internal perspective gathered	
Conduct Functional Group Workshops with Different Units (output-process-task alignment OPTA workshops)	Competency Mapping and OPTA Worksheets	Within the 2nd month
Competency Dictionary Writing 6. Conduct Presentation/Validation with Different Units	STII Functional Competency Framework, and Dictionary	Within the 3rd month
Conduct Competency Profiling Consultations 8. Competency Based Job Description Writing	Competency Profiles and CBJDs for selected technical positions	Within the 3rd month
Conduct presentation/validation meetings	Functional Competency Framework and Competency Dictionary	Within the 3rd to 4th month

GENERAL CONDITIONS	for selected technical positions	
Conduct of workshop in Competency-Based Interviewing	Conduct of workshop for HR and Selection Board members	Within the 4th month
Finalization and Handover of Outputs	<ol style="list-style-type: none"> 1. Technical Competency Framework with Competency dictionary for (6) job families 2. Competency Based Job Descriptions Competency Profiles for covered technical Positions 3. End-User Manual 	Within the 4th month

V. QUALIFICATIONS REQUIREMENTS AND SHORTLISTING CRITERIA

The Service Provider to be contracted under this TOR should comply with the eligibility requirements set forth under Section 24 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Furthermore, the STII requires the services of a reputable and duly registered consulting firm with at least three (3) years of experience in similar project, including at least one (1) government institution.

While the consultant's profile must show at least five (5) years of solid experience and skills in organizational development, competency modeling, competency dictionary writing and profiling.

Subsequently, the list of eligible and qualified Service Provider shall be evaluated using the Quality-Cost Based Evaluation (QCBE) Procedure:

1. Technical Component (80%)

- Applicable experience and capability of the firm for at least past three (3) years (40%); and
- Qualifications of the primary consultant (60%).

2. Financial Component (20%)

VI. GENERAL CONDITIONS

A. Responsibilities of the Service Provider and Key Consultant

1. Develop Technical Competency Framework with Competency Dictionary, Competency-Based Job Descriptions and Profiles for DOST-STII Information Officers, Audio Visual Technicians (videographers, photographers), Creative and Design Artists, Librarians, Documenters/Analysts, and IT Officers.
2. Conduct briefings and workshops related to the project to DOST-STII personnel;
3. In the event of absence of the primary consultant, ensure that a substitute consultant continues the activities set forth;
4. Coordinate closely with the STII FAD-Personnel Section for other concerns that may arise; and
5. Provide the outputs within the agreed timeline.

B. Responsibilities of DOST-STII

1. Provide the venue, food and accommodation of the consultant/resource speaker and participants;
2. Ensure full-time attendance of the participants; and
3. Pay the Service Provider based from the received quotation as per agreed payment terms (subject to usual accounting and auditing rules and regulations)

VII. BUDGET

The proposed budget for the project is Seven Hundred Thousand Pesos only (700,000.00)*, inclusive of all applicable taxes.

Inclusions are Consultants' Fee, Technical Competency Framework with Competency Dictionary for the six (6) technical job families and Competency-Based Job Descriptions, and End-User Manual

Excluded in the budget are expenses to activities incidental to data gathering and analysis and other project related activities which shall be limited to workshops and focus group discussions. These shall be borne by DOST-STII.

VIII. PAYMENT SCHEDULE

Deliverables	Progress Billing	Proposed Date
Briefing materials	10%	Within 1 st month
Submission of stakeholders' and internal perspectives; and Competency Mapping and OPTA Worksheets	20%	End of the 2 nd month
Submission of STII Functional Competency Framework and Dictionary	25%	End of 3 rd month
Submission of Competency Profiles and CBJDs	25%	Within 4 th month
<ul style="list-style-type: none">• Submission of documentation of workshop for HR and Selection Board members• End-User Manual	20%	End of 4 th month

Prepared by:


MA. KRISTINE B. REYES

Administrative Officer V, FAD-PS

Recommending Approval:


ARLENE E. CENTENO

Chief, FAD

Approved by:


RICHARD P. BURGOS

Director



PROJECT PROPOSAL

PROJECT : DEVELOPMENT OF STII COMPETENCY
FRAMEWORK FOR TECHNICAL JOB FAMILIES

Target Dates : January 2018 to April 2018

Budget Requirement: Php 700,000.00

Fund Source : GAA Fund (Included in NEP 2018)

I. RATIONALE

The Department of Science and Technology – Science and Technology Information Institute (DOST-STII), the information and marketing arm of the DOST, intends to embark into another significant project that would guarantee the competence of its officials and employees, particularly those who perform technical or operational jobs in the institute.

This is being pushed consistent with the Civil Service Commission (CSC) Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) where achieving higher maturity level in PRIME-HRM requires implementation of a Competency-Based Human Resource System.

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1. Information Officers

2. Audio Visual Technicians (videographers, photographers)
3. Creative and Design Artists
4. Librarians
5. Documenters/Analysts
6. Information Technology (IT) Officers

III. DURATION

The Contract of the Service Provider shall be for a total of four (4) months.

IV. LINE-ITEM-BUDGET

Particulars	Amount
1. Development of STII Competency Framework for Technical Positions	P 700,000.00* (inclusive of all applicable taxes)
<i>Inclusions: Consultants' Fee, Technical Competency Framework with Competency Dictionary for six (6) technical job families and Competency-Based Job Descriptions, End-User Manual</i>	
TOTAL	P 700,000.00

*Cheque payment

Excluded in the budget are expenses to activities incidental to data gathering and analysis and other project related activities which shall be limited to workshops and focus group discussions. These shall be borne by DOST-STII.

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Submission of Competency Profiles and CBJDs	25%	Within 4 th month

- Submission of documentation of workshop for HR and Selection Board members
- End-User Manual

20%

End of 4th month

Prepared by:


MA. KRISTINE B. REYES

Administrative Officer V, FAD-PS

Recommending Approval:


ARLENE E. CENTENO

Chief, FAD

Approved by:


RICHARD P. BURGOS

Director

BID/PROPOSAL EVALUATION REPORT
PROJECT TITLE: DEVELOPMENT OF DOST-STII COMPETENCY FRAMEWORK OR
TECHNICAL JOB FAMILIES

CRITERIA	Score Points	Points Earned		
I. Technical Component (80%)				
A. Experience and Capability	40%			
Firm's Qualification	10			
1. Must be in the business of HR/OD for at least 3 yrs				
▪ 8 and above (10 points)				
▪ 4 to 7 (8 points)				
▪ 3 (5 points)				
2. No. of similar projects (competency development) completed	15			
▪ 6 and above (15 points)				
▪ 3 to 5 (10 points)				
▪ 2 (5 points)				
3. At least one (1) completed competency development project with a government institution	15			
▪ 4 and above (15 points)				
▪ 2 to 3 (10 points)				
▪ 1 (5 points)				
B. Quality of Personnel	60%			
Qualification of Key Personnel/Trainor				
1. Education	10			
▪ PhD (Management/HR/OD) 10 pts.				
▪ With PhD units (Management/HR/OD) 9 pts.				
▪ Master's Degree (Management/HR/OD) 8.5 pts.				
▪ With Master's Degree Units (Management/HR/OD) 8 pts.				
▪ Bachelor's Degree (Management/HR/OD) 7.5 pts.				
▪ PhD (non Mgnt/HR/OD-related) 7 pts.				
▪ With PhD units (non Mgnt/HR/OD - related) 6.5 pts.				
▪ Master's Degree (Mgnt/HR/OD) 6 pts.				
▪ With Master's Degree Units (non Mgnt/HR/OD-related) 5.5 pts.				
▪ Bachelor's Degree (non Mgnt/HR/OD - related) 5 pts.				
2. Experience as consultant in competency framework development and competency dictionary writing, job analysis and profiling, and CBJD writing.	20			
▪ 9 years and above (20 points)				
▪ 7 to 8 years (15 points)				
▪ 5 to 6 years (10 points)				

3. No. of completed similar projects	20			
▪ 4 and above (20 points)				
▪ 2 to 3 (15 points)				
▪ 1 (10 points)				
4. Local or international certification/accreditation as expert/resource speaker HR/OD trainings and/or projects	10			
▪ 9 years and above (10 points)				
▪ 7 to 8 years (8 points)				
▪ 5 to 6 years (5 points)				
Total Raw Score				
Subtotal of Points Earned	80%			
II. Financial Component (20%)				
The Approved Budget for Contract (ABC) is P 700,000.00:				
• 175,000 and below (20 points)				
• 176,000 – 350,000 (15 points)				
• 351,000 – 525,000 (10 points)				
• 526,000 – 700,000 (5 points)				
Subtotal of Points Earned	20%			
TOTAL POINTS				
PASSING SCORE	70			

HIGHEST RATED BID:

Client Verification

CLIENT	CLIENT'S NAME/AGENCY	CONTACT PERSON AND CONTACT NUMBER	FEEDBACKS/REMARKS

RECOMMENDATION: _____

Submitted by the BAC-TWG:

FRAMELIA V. ANONAS

Chairperson

HAZIEL MAY C. NATORILLA
Member

MA. KRISTINE B. REYES
Member