



REQUEST FOR QUOTATION

RFQ-2022-031

- The **DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)**, through its Bids and Awards Committee (BAC), invites PhilGEPS registered suppliers/contractors to submit **quotations** for the project **“One (1) Lot Consultancy Services for the Enhancement of DOST-STII Competency Framework, Dictionary, Job Profiles, and Job Description”** with Approved Budget for the Contract (ABC) in the amount of **Nine Hundred Thousand Pesos Only (Php900,000.00)**:

Descriptions	Source of Fund	Approved Budget for the Contract (ABC)
One (1) Lot Consultancy Services for the Enhancement of DOST-STII Competency Framework, Dictionary, Job Profiles, and Job Description <i>(See attached Terms of Reference)</i>	General Appropriations Act FY2022	Php900,000.00

- 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”.
- Suppliers/contractors shall submit their quotations on or before **22 July 2022, 5:00 P.M.** at the DOST-STII – BAC Secretariat - Property Section, 2nd Flr. STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City. Quotations may also be submitted through email at: lechar109@yahoo.com or philip.tumbali@stii.dost.gov.ph.

A copy of your **2021 Mayor’s/Business Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid **Certificate of PhilGEPS Registration (Platinum Membership)** may be submitted in lieu of the Mayor’s/Business Permit.



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE



4. The DOST-STII reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. DOST-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. 837-2071 loc. 2145


ALAN C. TAULE
BAC Chairperson 

Approved by:


RICHARD P. BURGOS
Director



TERMS OF REFERENCE

PROJECT	:	ENHANCEMENT OF DOST-STII COMPETENCY FRAMEWORK, DICTIONARY, JOB PROFILES, AND JOB DESCRIPTION
PROPONENT	:	SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE – FINANCE AND ADMINISTRATIVE DIVISION, HUMAN RESOURCE SECTION
TARGET DATES	:	August – December 2022
BUDGET REQUIREMENT:		P 900,000.00
Fund Source	:	GAA Fund

I. RATIONALE

On 25 March 2019, the Competency Framework, Dictionary, and Competency-Based Job Description were formally turned-over to the Science and Technology Information Institute (STII). After which, these were used and integrated to Human Resource (HR) systems, specifically, Recruitment, Selection and Placements, and Learning and Development.

The shift from the traditional HR to competency-based HR gave STII a boost in obtaining the PRIME-HRM Maturity Level II of the Civil Service Commission with flying colors in 2021. Additionally, STII was commended in various external audit activities for instituting and operationalizing competency-based HR systems.

Since it has been three (3) years already since its implementation, and adjustments in the functions of STII officers and employees have been noted in response to the changing landscape of science and technology in the Philippines, revisiting the current competency framework of STII is deemed a priority. By doing so will continually ensure that our job roles and deliverables are still aligned with the strategic goals of STII.

II. OBJECTIVES

The objective of the project is to revisit and enhance the current DOST-STII Competency Framework, Dictionary, and Job Description, which will be the basis for recruitment, selection, and placement, learning and development, performance management, and rewards and recognition.

The project will only cover the core/organizational and technical/functional competencies of the following delivery units:

1. Communication Resources and Production Division
2. Information Resources and Analysis Division
3. Finance and Administrative Division
4. Office of the Director and Management Information System and Planning Section

III. SCOPE OF WORK

1. Provide:
 - Consultant/s;
 - Briefing/Orientation to STII Human Resource Team, Promotion and Selection Board (PSB), management and supervisors; and
 - Capacity Building to STII Human Resource Team, Promotion and Selection Board (PSB), management and supervisors
2. Prepare:
 - Enhanced DOST-STII Competency Framework and Dictionary;
 - Competency-Based Job Descriptions and Profiles; and
 - Documentation of capacity building and FGDs

IV. DURATION

This project will run for five (5) months, from August to December 2022.

V. QUALIFICATION 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.

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

VI. GENERAL CONDITIONS

A. Responsibilities of the Service Provider and Key Consultant

- Review and enhance the current DOST-STII Competency Framework, Dictionary, Competency-Based Job Descriptions and Profiles

- Conduct briefings and capability building activities;
- In the event of absence of the primary consultant, ensure that a substitute consultant continues the activities set forth;
- Coordinate closely with the STII FAD-Human Resource Section for other concerns that may arise; and
- 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 approved budget for the Consultant's Professional Fee is **Nine Hundred Thousand Pesos Only (Php 900,000.00)** inclusive of all applicable taxes.

VIII. DELIVERABLES AND PAYMENT SCHEDULE*

Deliverables	Progress Billing
Submission of validated list of competencies and draft competency Dictionary	15%
Submission of enhanced Competency Framework, Competency Dictionary, Competency Table & Matrix, and Job Profiles	30%
Documentation of Capability building for HR Team/HRMPSB/Supervisors/Division Chiefs	20%
Submission of Competency-based Job description for 64 Positions	35%

**These may be modified depending on the agreement with the consultant*

Prepared by:


PRECIOUS GAYLE A.C. BALGUA
 Administrative Officer II, FAD-HR

Endorsed by:

TECHNICAL WORKING GROUP


MA. KRISTINE B. REYES
Chairperson


JASMIN JOYCE P. SEVILLA
Member


KHASIAN EUNICE M. ROMULO
Member

Project Title: **ENHANCEMENT OF DOST-STII COMPETENCY FRAMEWORK,
DICTIONARY, JOB PROFILES, AND JOB DESCRIPTION**