



REQUEST FOR QUOTATION

RFQ-2022-019

1. 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 DOST-STII Basic Leadership Development Program (Levels 1&2)”** with Approved Budget for the Contract (ABC) in the amount of **Two Hundred Thousand Pesos Only (Php200,000.00)**:

Descriptions	Source of Fund	Approved Budget for the Contract (ABC)
One (1) Lot Consultancy Services for DOST-STII Basic Leadership Development Program (Levels 1&2) <i>(See attached Terms of Reference)</i>	General Appropriations Act FY2022	Php200,000.00

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 quotations on or before **06 May 2022, 12:00 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	:	DOST-STII Basic Leadership Development Program (Levels 1&2)
TARGET DATE	:	May – July 2022
BUDGET	:	P 200,000.00
PROPONENT	:	SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE – FINANCE AND ADMINISTRATIVE DIVISION, HUMAN RESOURCE SECTION

I. RATIONALE

Succession planning is the process of identifying the critical positions within the organization and developing action plans for individuals to assume those positions.¹ Identifying vital skills, knowledge, competencies, and organizational practices, and passing them on to prepare the next generation of the workforce undeniably ensures the seamless movement of talent within the organization.

As the DOST-Science and Technology Information Institute (DOST-STII) aims to be the leading agency in Science, Technology, and Innovation (STI), the agency acknowledges that constantly developing its workforce is crucial to sustain or surpass the growing demand for modernization and changes. While honing technical skills are of utmost importance, DOST-STII believes that the development of the leadership competencies of its potential leaders is equally—if not more than—contributory in translating the institute's vision into reality.

To substantiate this, DOST-STII has developed its own Leadership Succession Program last 2020 with the aim to institutionalize a proactive strategy in building and nurturing the future leaders of the agency. Moreover, DOST-STII wants to ensure that internally qualified candidates who are prepared to assume vacant leadership positions are available, identified employees for succession (with leadership competencies aligned with the framework of DOST-STII) are capacitated, intellectual capital is retained, and that ethnic diversity in leadership is promoted.

Relative to this and with the successful run of the first Advanced Leadership Development Program (ALDP)—which was targeted at the current leaders of the Institute who are at/expected to be at Competency Levels 3 and 4—last 2021, the agency realizes the needs to also prepare its next line of potential leaders (who are at/expected to be at Competency Levels 1 and 2). Thus, a Basic Leadership Development Program that is aligned to DOST-STII leadership and organizational competencies and that embeds VUCA leadership is proposed to prepare the next generation of leaders.

¹ <https://hr.uw.edu/pod/organizational-excellence-and-development/organizations/succession-planning/>

II. OBJECTIVE

The general objective of this program is to develop the leadership and management skills of the current successors of the middle managers and supervisors of DOST-STII; It also aims to deliver the following:

- To help potential leaders assess their personal effectiveness and ability to manage oneself
- To illustrate interpersonal skills and the ability to connect/relate with others
- To identify the managerial functions and the different managerial roles in aid of achieving organizational objectives
- To apply the rational approach to problem solving and decision making, and identify factors that affect one's decisions
- To identify factors that affect the change process and craft simple change management plans.

III. SCOPE OF WORK

This engagement has the following Scope of Work:

1. Provide Consultants.
2. Conduct pre-workshop research (i.e., interviews and desktop review of key documents) and meet with the Top Executives to set general directions.
3. Review competencies and behavioral manifestations.
4. Develop a detailed program design based on a) competencies and b) gaps as identified in the training needs analysis.
5. Design or identify possible workshop activities.
6. Assessment Tool Option: Design a Pre- and Post-Assessment Tool based on behavioral indicators.
 - a) Design an assessment instrument based primarily on DOST-STII's Competency Framework and Dictionary of Competencies.
 - b) Submit the draft instrument to DOST-STII for comments.
 - c) Finalize the draft for a Pre- and Post- Assessment Instrument based on behavioral indicators e-testing.
 - d) Conduct the pre-test.
 - e) Share results of the pre-test with DOST-STII.
 - f) Revise the instrument if needed.
 - g) Conduct another pre-test if needed
 - h) Finalize the instrument.
7. Delivery and Implementation
 - a) Materials development based on program design and module learning plan.
 - b) Delivery of modules.
 - i. Preparation of specific evaluation tool/s and checking of participants' papers.
 - ii. Reflection paper guide
 - iii. Action plan guide
 - c) Preparation of a training report.

I. PROJECT DELIVERABLES AND TIMELINES

The contract shall be completed until the start of 3rd Quarter (July 2022) to commence upon the issuance of Notice to Proceed. The consultant shall conduct the required activities with expected deliverables.

II. 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, STII requires the services of a consultant with at least three (3) years of experience in similar projects, including at least one (1) government institution. The consultant's profile must show at least five (5) years of solid experience and skills in human resource-organizational development.

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%)

III. GENERAL CONDITIONS

A. Responsibilities of the Service Provider and Key Consultant

1. Prepare and coordinate the design and development of the Program.
2. Form the Project Team and select the Subject Matter Experts (SMEs).
3. Ensure that the learning plans are aligned with the Program Design.
4. Coordinate with the designated coordinator of DOST-STII.
5. Report to DOST-STII, attend management meetings when requested to do so.
6. Observe the sessions as much as possible.
7. Ensure that participants' rating is consolidated and submitted on time.
8. Identify and raise any issue/concern beyond the scope of the project but relevant to the company's ability to achieve its objectives.
9. Take care of the contracts and professional fees of the SMEs.
10. Ensure the timely submission of training reports.

B. Responsibilities of DOST-STII

1. Provide the venue and food for the SME/s and the participants.

2. Coordinate with the participants on schedules, availability of materials, etc.
3. Provide feedback on reports as needed.
4. Pay the Service Provider based on the received quotation as per agreed payment terms (subject to usual accounting and auditing rules and regulations).
5. Receive and process billing statements from the consultant.

IV. BUDGET

The proposed budget for the Consultant's Professional Fee is **Two Hundred Thousand Pesos Only (Php 200,000.00)** inclusive of all applicable taxes.

V. SCHEDULE

The project will start two weeks upon receipt of signed contract and down payment. The covering period of the project is May – July 2022.

VI. Payment

- 30% - Upon the submission of final assessment instrument for pre- and post- test
- 20% - Upon the submission of program design and learning plans (per module)
- 50% - Upon the submission of training reports

Prepared by:


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Member


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Project Title: DOST-STII Basic Leadership Development Program (Levels 1&2)