

PHILIPPINE BIDDING DOCUMENTS

Procurement of CONSULTING SERVICES

Government of the Republic of the Philippines

***CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE QUEZON
CITY COMPETENCY DICTIONARY AND COMPETENCY-BASED JOB
DESCRIPTIONS***

CONSUL-24-011

Approved Budget for the Contract:

***Five Million Pesos and 00/100 Only
(Php 5,000,000.00).***

**Fifth Edition
August 2016**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), local government units (LGUs), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GoP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and Section II. Instruction to Bidders (ITB) and Section IV. General Conditions of Contract (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, Section III. Bid Data Sheet (BDS), and Section V. Special Conditions of Contract (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) These PBDs are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids
- (c) Specific details, such as the “name of the Procuring Entity” and “address for proposal submission,” should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except Section VII. Bidding Forms of Part II since these provide important guidance to Bidders.
- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- (f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.

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Section I. Request for Expression of Interest

Notes on Request for Expression of Interest

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.1(c) of the IRR of R.A. 9184¹;

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

- (a) The date of availability of the Bidding Documents, the place where it may be secured and the deadline for submission of the Expression of Interest (EOI) together with the application for eligibility;
- (b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:
 - (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;
 - (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
 - (iii) Current workload relative to capacity;

¹ Two years after effectivity of the 2016 Revised IRR of RA 9184 on **28 October 2016**, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.

- (c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short listed consultants, *i.e.*, QBE or QCBE; and if QCBE, the weights to be allocated for Technical and Financial Proposals; and
- (d) The contract duration.

In the case of WB funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.



Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE ON INFRASTRUCTURE & CONSULTANCY

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City

8988-4242 local 8712 / 8710 / 8709

bacinfra.procurement@quezoncity.gov.ph



September 10, 2024

REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE QUEZON CITY COMPETENCY DICTIONARY AND COMPETENCY-BASED JOB DESCRIPTIONS

1. The **Quezon City Local Government**, through the 2024 General Fund intends, to apply the sum of **Five Million Pesos and 00/100 Only (Php 5,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **project number CONSUL-24-011**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **Quezon City Local Government** now calls for the submission of eligibility documents for **Consultancy Services for the Development of the Quezon City Competency Dictionary and Competency-Based Job Descriptions**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **September 23, 2024 – 9:00AM**, at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**.

Eligibility Check will be on **September 23, 2024 – 10:00AM**, at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, simultaneously via Zoom (virtual platform). Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

Virtual Conference (ZOOM APP)

Meeting ID: 810 3646 5257

Password: 201522

3. Interested bidders may obtain further information from **Quezon City Local Government** and inspect the Bidding Documents at the address given below from **8:00 a.m. – 5:00 p.m.**
4. A complete set of Bidding Documents may be acquired by interested Bidders on **September 11, 2024** from the Procurement Department with address given below upon submission of the following:
 - 4.1 PhilGEPS Registration Certificate (Platinum – 3 Pages)
 - 4.2 Printed Document Request List (DRL) from the Philippine Government Electronic Procurement System (PhilGEPS) website
 - 4.3 Notarized Joint Venture Agreement (if applicable)
 - 4.4 Letter of Intent

It can also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.


5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The shortlist shall not exceed three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

CRITERIA	RATING
Applicable experience of the consultant	50 %
Qualification of personnel	40 %
Current workload relative to capacity	10 %

- 6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- 7. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS). The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
- 8. The contract shall be completed in accordance with the Terms of Reference.
- 9. The **Quezon City Local Government** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
- 10. For further information, please refer to:

ATTY. DOMINIC B. GARCIA
OIC, Procurement Department
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound
Elliptical Road, Barangay Central Diliman, Quezon City.
Tel. No. (02)8988-4242 loc. 8506/8710
Email Add: bacinfra.procurement@quezoncity.gov.ph
Website: www.quezoncity.gov.ph

By:


ARCH. LUCILLE H. CHUA, fuap, piep
Chairperson, BAC - Infra and Consultancy

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –

Legal Documents
 - (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy thereof shall be similarly sealed duly marking the envelopes as “COPY NO. ____ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity’s BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility

documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (f) the name of the prospective bidder;
 - (g) whether there is a modification or substitution; and
 - (h) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Notes on the Eligibility Data Sheet

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

Eligibility Data Sheet

Eligibility Documents	
1.2	CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE QUEZON CITY COMPETENCY DICTIONARY AND COMPETENCY-BASED JOB DESCRIPTIONS
1.3	No further instructions.
2.19(a)(i)	<p>The Bidder shall also submit the following “Class A” documents with the Valid PhilGEPS Certificate of Registration:</p> <ol style="list-style-type: none"> Valid DTI Registration Certificate or SEC Registration Valid Mayor’s/Business Permit or its Equivalent Document; Valid Tax Clearance; Audited Financial Statement for the last two (2) consecutive years
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>ten (10) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Certificate of Satisfactory Completion or equivalent document issued by the client, in case of a completed contract, shall be acceptable
4.2	Each prospective bidder shall submit one (1) original and one (1) copy of its eligibility documents.
4.3 (c)	<p><i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p>Procurement Department 2nd Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City</p>
4.3 (d)	<p><i>State specific details concerning the identification of the Project</i></p> <p><i>Request for Expression of Interest</i></p> <p>CONSUL-24-011 – CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE QUEZON CITY COMPETENCY DICTIONARY AND COMPETENCY-BASED JOB DESCRIPTIONS</p>
5	<p>The address for submission of eligibility documents is:</p> <p>QUEZON CITY GOVERNMENT Quezon City Hall Compound Barangay Central, Quezon City</p> <p>ATTY. DOMINIC B. GARCIA <i>Procurement Department</i> <i>2nd Floor, Finance Building,</i> <i>Quezon City Hall Compound,</i> <i>Barangay Central, Quezon City</i></p>

	<p>8988-4242 loc. 8709/8710 Email Add: bacinfra.procurement@quezoncity.gov.ph Website: www.quezoncity.gov.ph</p> <p>The deadline for submission of eligibility documents is on or before September 23, 2024 – 9:00AM.</p>
8.1	<p>The place of opening of eligibility documents is 2nd Floor, Finance Building, Quezon City Hall Compound, simultaneously via Zoom (virtualplatform)</p> <p>Virtual Conference (ZOOM APP) Meeting ID: 810 3646 5257 Password: 201522</p> <p>The date and time of opening of eligibility documents is September 23, 2024 – 10:00 AM.</p>
9.1	Similar contracts shall refer to the same nature as the project to be bid.
9.2	<p>1. Set of Criteria</p> <p>Among others:</p> <p>1.1 Experience of the consultant – 50%</p> <p>1.2 Qualification of personnel to be assign – 40%</p> <p>1.3 Current work load in relations to capacity- 10%</p> <p>2. Rating System</p> <p>2.1 Shortlisted consultant must obtain a score of 70% or higher</p>

TERMS OF REFERENCE

CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE QUEZON CITY COMPETENCY DICTIONARY AND COMPETENCY-BASED JOB DESCRIPTIONS

I. Rationale/ Brief Background

The Quezon City Government (QCG) has a Mission “to provide quality service, making Quezon City an ideal community where people live, work and do business in a hospitable, progressive, and peaceful environment.” One key commitment in the Service Pledge of the Local Government of Unit of Quezon City (LGU-QC) as written in its Citizen Charter (2023) is to provide quality service with integrity and dedication through competent, efficient and caring employees. In order to deliver quality service to its QCitizens (Quezon City Citizens), it needs a strong bench of a competent workforce who are readily capable to perform the vital line functions and reinforce the Mission, Citizen Charter, and Service Pledge of the City.

To determine and strengthen the competence of its personnel, it is necessary to undergo a process of determining the competency requirements of the different jobs specific to that of the Local Government Unit of Quezon City. The objective of the project is to establish a Competency-Based Human Resource Management System (HRMS) that will serve as the organizational standard of the city in implementing HR policies, processes, and systems in the areas of Recruitment Selection and Placement, Learning and Development, Performance Management, and Rewards and Recognition, in line with the PRIME-HRM or the Program to Institutionalize Meritocracy and Excellence in Human Resource Management standard of the Civil Service Commission (CSC).

II. Project Description

This project will ensure that the LGU-QC will meet the expectations of a Competency-Based Human Resource Management System put forth by the Civil Service Commission by way of developing a Competency Framework and Model that captures the various functions of the government job positions. The Civil Service Commission (CSC), pursuant to Memorandum Circular No. 3, series of 2012, implemented the PRIME-HRM or the Program to Institutionalize Meritocracy and Excellence in Human Resource Management across the Philippine Government; PRIME-HRM is a mechanism that continuously recognizes best practices of agencies in the performance of their human resource management functions.

Upon which this project will also satisfy another cross-functional standard of PRIME-HRM expected - the competency-based Human Resource Management Systems. In order to achieve this expectation, this project through its activities will strengthen the LGU-QC organization by building in the use of competencies into the HRM systems, processes and practices. The major preliminary requirements of which are an extensive competency dictionary and the local government-wide competency-based job descriptions of employee positions customized to the uniqueness of the Quezon City Government (QCG).

The consultancy services of this project will, likewise, enable the Human Resource Management Department (HRMD) of Quezon City in communicating and capacitating the owners and users of the Competency-Based HRM Systems. This will be achieved through orientations, trainings, and train-the-trainer capacity building sessions, as well as the development, production, and distribution of brochures, guidebooks, manuals, learning videos, and visual aids.

III. Scope of Work

The scope of the project consultancy services covers the following steps. Initially it will begin by gathering data on the context, functions, and capabilities of the workforce in order

to come up with a compilation of competencies along with a clear definition of each competency. Further analysis of all the competencies will result in the development of a Competency Framework and Model that classifies each competency to be core, organizational, management and leadership, or technical and functional. Thereafter assignment of the appropriate competencies and the corresponding proficiency levels into the job description of each of the positions of the LGU-QC will proceed. A manual and communication materials and video packages in the use of these products for a competency-based HRM system will be created and will serve as a guide for all users. Wherein capacity building sessions will be conducted.

There are five (5) components of the consultancy services:

1. The first component of this project is the design of a Competency Framework customized to the Local Government of Quezon City. The Competency Framework is a set of clearly defined competencies that present a well specified set of standards of behaviors that bring about the desired job performance from an individual, group and organizational level, resulting in the intended organizational or institutional results. This will require the conduct of Desk Research, Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and validation discussions among the incumbents in plantilla positions and the leadership of the LGU-QC.
2. The next component is the Competency Dictionary with core, leadership and management, and functional / technical competencies, definitions, and behavioral indicators covering basic, intermediate, advanced, and superior proficiency levels. The Competency Dictionary is a compilation of competencies modelled around every type of sector and for every kind of work function being performed by the workforce across the various organizations managed by the Local Government of Quezon City.
3. The succeeding component are the Competency-Based Job Descriptions (CBJDs) listing the core, leadership and management, and technical/functional competencies for every unique position in Quezon City Government with identified

proficiency levels. The CBJDs comply with the standards of the Civil Service Commission and the Department of Budget and Management, particularly position titles suited for Local Government Units (LGUs) and Special Cities as with Quezon City. The CBJDS shall comprehensively cover the plantilla positions existing in the Quezon City Personnel Schedule and proposed positions.

4. The fourth component is the capacity-building activities for the owners and users of the Competency-Based Human Resource Management Systems, including the Competency Framework, the Competency Dictionary, and the Competency-Based Job Descriptions. The preliminary set of trainings shall be given to all team members of the HRMD on Competency-Based HRM, covering concepts, processes, tools and practices that will bring the competency level in HRM of the participants to a Level III, according to the PRIME-HRM HRMO Competency Requirements. The next set of trainings shall be for the HR Representatives and HR users and process-owners of all QCG Departments on the Competency-Based HRM, also bringing the participants to a Level II of the PRIME-HRM HRMO Competency Requirements, in line with the use and application of the Competency Dictionary and CBJDS.
5. The fifth component include the Learning Publications and Communication Packages. The Learning Publications are printed copies of the Competency Framework, Competency Dictionary, the Competency-Based Job Descriptions, the Guidebook in the use of the Competency-Based HRM Systems of Quezon City, and the training manual utilized in the training sessions. The Communication Packages are Learning Modules in short video format that educationally and entertainingly explain the major concepts of Competency-Based HR Systems, especially its application of the CBJDs in the four (4) HR Systems; moreover, these Learning Video Modules are to be employed by the HRMD to conduct future orientations and trainings for the supervisors and other users of the Competency-Based HR Systems.

IV. Project Standards & Requirements

The Bidder / Service Provider shall comply with the following standards and requirements of this project consultancy services:

1. As an organization, must have experience in the development of Competency Framework and Model, a Competency Dictionary, and Competency-based Job Descriptions of a Local Government Unit in the Philippines.
2. The Project Team shall be composed of these positions and subsequent preferred profile:
 - a. Project Team Lead
 - Manages the development of the Competency Framework and Model, including the research approaches and other data-gathering methodologies; manages the formulation of the Competency Dictionary and Competency-Based Job Descriptions
 - At least five (5) years of experience in the area of Competency-Based HR Systems development and implementation
 - Graduate of any related course
 - b. Project Manager
 - Supervises the day-to-day operations of the project and ensures the timely and complete delivery and conduct of outputs and activities in the Project Management timeline of the consulting services
 - At least five (3) years of experience in the delivery and implementation of government projects and consultancy services
 - Graduate of any related course
 - c. Competency Specialist
 - Develops the Competency Framework and Model through research and other data-gathering methodologies; supervises the creation of the Competency Dictionary and Competency-Based Job Descriptions; provides capacity-building to target participants of the HRMD and the owners and users of the Competency-Based HR Systems; supervises the production of the Competency Dictionary,

- the Competency-Based Job Descriptions, and all the related publications and communication packages
- At least five (3) years of experience in the area of Competency-Based HR Systems development and implementation
- Graduate of any related course
- d. Technical Assistant
 - Supports the activities of the Project Team as an administrative assistant, documenter, or any other function; supervises the production of publications and communication materials
 - Graduate of any related course

V. Project Duration

The Consultancy Services for the Development of the Quezon City Competency Dictionary and Competency-Based Job Descriptions shall span six (6) months from the start of the project or upon issuance of Notice to Proceed and shall be valid until December 31, 2024.

No.	Activity / Deliverable	Projected Timeline
1.	Approval of Methodology and Outputs	1 st Month
2.	Data-gathering	2 nd Month
3.	Submission of draft Competency Framework and Model	
4.	Conduct of Validation Sessions	3 rd Month
5.	Presentation of Competency Framework	4 th Month
6.	Submission of Competency Dictionary	
7.	Submission of Competency-Based Job Descriptions	5 th Month
8.	Production of Learning Video Modules on Competency-Based HR, Competency Framework and Model, Use of Competency Dictionary and Competency-Based Job Descriptions, and others	6 th Month
9.	Publication of Guidebooks, Manuals, Competency Dictionary, Competency-Based Job Descriptions, Brochures, and others	
10.	Conduct of Capacity Building Sessions	

VI. Approved Budget for the Contract

The sum of Five Million Pesos Only (Php 5,000,000.00) is the Approved Budget for the Contract of the above-mentioned project consultancy services. The Source of Fund: Human Resource Management Department.

VII. Bid Evaluation Methodology

1. Shortlisting of Prospective Consultants adhere to:
 - a. Minimum Eligibility Score: 70%
 - b. Minimum Technical Score: 50%
 - c. Number of Consultants to be shortlisted: Maximum of three (3)
2. Criteria of Eligibility Evaluation follows:
 - a. Applicable Experience of the Firm (background, and experience of the consulting firm/organization) – 50%
 - b. Qualification of Officers and/or Key Personnel of the firm assigned to the project Members – 40%
 - c. Current Workload relative to Capacity – 10%
3. Criteria for Technical Evaluation
 - a. Experience and capability of the service provider and consulting firm/organization which include records of previous engagement and quality of performance in similar and in other projects – 40%
 - b. Completeness of the Project Team and adherence to the experience and technical qualifications of each member against the presented standards – 30%
 - c. Plan of approach and methodology with emphasis on the clarity, feasibility, and comprehensiveness of the plan approach and the quality of the interpretation of project expectations and parameters – 30%

4. Technical and Financial Weights using Quality-Cost Based Evaluation Procedure:
- a. Technical – 70%
 - b. Financial – 30%

VII. Basis of Payment

No.	Activity / Deliverable	Weight
1.	Approval of Methodology and Outputs	20%
2.	Data-gathering	10%
3.	Submission of draft Competency Framework and Model	
4.	Conduct of Validation Sessions	
5.	Presentation of Competency Framework	10%
6.	Submission of Competency Dictionary	20%
7.	Submission of Competency-Based Job Descriptions	20%
8.	Production of Learning Video Modules on Competency-Based HR, Competency Framework and Model, Use of Competency Dictionary and Competency-Based Job Descriptions, and others	20%
9.	Publication of Guidebooks, Manuals, Competency Dictionary, Competency-Based Job Descriptions, Brochures, and others	
10.	Conduct of Capacity Building Sessions	

IX. Cancellation or Termination of Contract

Should there be any dispute, controversy or difference between the parties arising out of this TOR, the parties herein shall exert all efforts to amicably settle such dispute or difference. However, if any dispute, controversy or difference cannot be resolved by them amicably to the mutual satisfaction of the parties, then the matter may be submitted for arbitration in accordance with existing laws, without prejudice for the aggrieved party to seek redress before a court of competent jurisdiction.

Failure to deliver the services shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 AN ACT PROVIDING FOR THE MODERNIZATION, STANDARDIZATION AND REGULATION OF THE PROCUREMENT ACTIVITIES OF THE GOVERNMENT AND FOR OTHER PURPOSES and its revised Implementing Rules and Regulations.

In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 53(d) of RA 9184 and its IRR.

Prepared by:


Angelito S. Odillo Jr.

Assistant Head

Human Resource Management Department

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [insert date] for [Title of Project], [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity’s right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

“ANNEX B”

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____
Business Address : _____

Name and Location of Project	Description of the Project	Date of Award of the Contract	Consultant’s Role	Amount of Contract	Contract Duration
			Description		
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name & Signature of Representative of Bidder)

Designation : _____

Date : _____

“ANNEX C”

List of Completed Government & Private Contracts within the last ten (10) years

Business Name : _____
Business Address : _____

Name and Location of Project	Description of the Project	Date of Award of the Contract	Consultant’s Role	Amount of Contract	Contract Duration
			Description		
<u>Government</u>					
<u>Private</u>					

Attachments:

1. Certificate of satisfactory completion issued by the client

Submitted by : _____
(Printed Name & Signature of Representative of Bidder)

Designation : _____

Date : _____

“ANNEX D”

STATEMENT ON CITIZENSHIP & PROFESSIONAL REGISTRATION

Date of Issuance

Ma. Josefina G. Belmonte
Mayor
City of Quezon
Quezon City, Philippines

Attention : **The Chairperson**
Bids and Awards Committee

Dear Sir/Madame:

In compliance with the requirements of the (Name of the Procuring Entity) BAC for the bidding of the (Name of the Project), I hereby certify that:

- ☐ I am a (Nationality) citizen wishing to participate in the bidding.
- ☐ I have the technical and financial capabilities to satisfactorily render the required services.
- ☐ I possess the required professional license issued by the professional Regulation Commission or other appropriate regulatory body *(name of other regulatory body)*.

Very truly yours,

Name of Authorized Representative

Position

Name of the Bidder