**REQUEST FOR QUOTATION**

**Consulting Services for the Establishment of a Competency-Based Human Resource System for BCDA based on the BCDA Competency Framework**

1. The Bases Conversion and Development Authority (BCDA) intends to procure and engage the services of reputable research/consulting organization for the establishment of a Competency-Based Human Resource System for BCDA based on the BCDA Competency Framework. The Competency-Based Human Resource System will serve as the corporate standard for implementing HR policies and systems using the BCDA Competency Framework, Competency Catalogue and Competency Tables already developed. The HR system shall be the basis for:
2. Recruitment and Selection
3. Learning and Development
4. Performance Management
5. Employee Engagement and Satisfaction
6. Compensation and Rewards
7. Career and Succession Planning
8. The engagement of the Consultant shall cover the following services:
9. Development of the BCDA Competency Model

* Review of Competency Catalogue, Competency Framework and Competency Tables already developed by BCDA and recommend improvements/changes, if necessary.
* Conduct of Orientation/Training-Workshop.
* Competency Model Writing of the following: Competency Matrix, Position Profiles, and Competency-Based Job Description using the BCDA Competency Catalogue, Competency Framework and Competency Tables.

1. Implementation/Integration with HR Policies
   * + Formulation of Assessment Tools/Processes/Methodologies to be used to evaluate incumbents and candidates in terms of:
       - Possession of required competencies;
       - Actual competency levels; and
       - Gaps.
     + Application of the competency model in the design and implementation of the following HR functions:

* Recruitment and Selection
* Learning and Development
* Performance Management
* Employee Engagement and Satisfaction
* Compensation and Rewards
* Career and Succession Planning
  + - Recommendations for modification of existing or creating new HR policies to implement the integration of the competency model in HR management.

1. The Approved Budget for the Contract (ABC) for the consulting services is ONE MILLION PESOS (Php1,000,000.00), inclusive of all applicable taxes and fees. Financial proposals received in excess of the ABC shall be automatically rejected.
2. The consultant must be a reputable research/consulting organization with the following minimum qualifications:
   1. With at least three (3) years of relevant experience in projects dealing with human resource management and development
   2. Conducted at least two (2) similar engagements within the last three (3) years, of which at least one (1) is for a government institution, with one (1) contract equivalent to at least 50%of the Approved Budget for the Contract (ABC) or two (2) similar contracts with an aggregate amount equivalent to at least 50% of the ABC. A list of clients and services rendered, supported by corresponding contracts or certificate of completion, shall be required for submission.
   3. The project team to be assigned must consist of a minimum of one (1) team leader and two (2) other members with at least one (1) member showing relevant skills, work experience and professional qualifications in the following areas:
      * Organizational Diagnosis and Development
      * Competency Modelling/Assessment
      * Development of Competency Rubrics and Vocabulary
      * Installation of HR Systems
   4. Must be duly registered with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) for sole proprietorship
   5. Must be duly registered with PhilGEPS
3. The proponent is required to submit to BCDA the following:
   1. PhilGEPS registration;
   2. SEC or DTI registration;
   3. Mayor’s/Business Permit;
   4. Income/Business Tax Return;
   5. Omnibus Sworn Statement;
   6. Company Profile;
   7. List of clients (with contact person and contact number) and services rendered, supported by corresponding contracts or certificates of completion;
   8. Curriculum Vitae of Project Team members to be assigned;
   9. Plan of Approach and Methodology; and
   10. Financial Proposal.
4. The criteria and rating system for the selection of the winning consultant are as follows:

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| --- | --- |
| **Evaluation Criteria** | **Weight** |
| Technical Proposal   * 1. Applicable Experience and Track Record      + Years of experience (15%)      + Similar engagements completed (10%)      + Similar engagements conducted with govt. institutions (5%)      + Other projects dealing with human resource management and development (5%)      + Client feedback (5%) | 40% |

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| --- | --- |
| **Evaluation Criteria** | **Weight** |
| * 1. Qualification of Project Team      + Field of specialization (10%)      + Experience and practice application (10%)      + Educational attainment/applicable accreditation (5%) | 25% |
| * 1. Quality of Approach/Design      + Relevance to needs (10%)      + Applicability to objectives (5%)      + Compliance in form and substance (5%) | 20% |
| Financial Proposal | 15% |
| **Total** | **100%** |

The contract shall be awarded to the proponent who submits the Highest Rated Bid.

1. The project shall be undertaken within six (6) months to commence upon signing of the contract. The consultant shall perform the following functions with the corresponding deliverables:

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| **ACTIVITIES** | **DELIVERABLES** | **TIMELINE** |
| 1. Data-Gathering and Review of BCDA Competency Modelling | * Existing Competency Catalogue, Competency Framework and Competency Tables reviewed * Recommendations on improvements/changes, if necessary * Results presented | ½ month |
| 1. Conduct of Orientation/Training-Workshop | * Orientation/Training-Workshop conducted | ½ month |
| 1. Formulation of the ff:  * Competency Matrix * Position Profiles * Competency-Based Job Description | * Competency Matrix * Position Profiles * Competency-Based Job Description * Results presented and approved   (to cover around 70-80 positions) | 2 months |
| 1. Formulation of Assessment Tools/Processes/Methodologies | * Assessment Tools/Processes/ Methodologies * Results presented and approved | 1 month |
| 1. Validation of the Competency Model | * Competency model validated internally | ½ month |
| 1. Implementation/Integration with HR Policies | * Competency model applied in the design and implementation of HR functions * Recommendations presented | 1 month |
| 1. Submission of Terminal Report | * Terminal Report submitted | ½ month |

1. BCDA reserves the right to accept or reject any proposal, and to annul the selection process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected consultants.
2. BCDA invites interested research/consulting organizations to submit their proposals together with the required supporting documents in a sealed envelope to the address below on or before 02 May 2017, 12:00 noon.

**PATRICK ROEHL C. FRANCISCO**

Department Manager III

Organization Development and Management Department

Bases Conversion and Development Authority

BCDA Corporate Center, 2F Bonifacio Technology Center

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For further information, you may contact Michael A. Vivas at telephone number 575-1797 or through e-mail address [mavivas@bcda.gov.ph](mailto:mavivas@bcda.gov.ph).

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