



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

REQUEST FOR EXPRESSION OF INTEREST

REI/Project Identification No. **25-07-0006**

**2025 ONLINE COMPETENCY RE-ASSESSMENT ON ITS ENHANCED COMPETENCY
FRAMEWORK AS PER PR NO 25-07-0302**

1. The Tourism Infrastructure and Enterprise Zone Authority (TIEZA), through its Bids and Awards Committee (BAC), intends to apply the sum of ***One Million Nine Hundred Ninety Six Thousand Six Hundred Eighty Pesos Only (Php 1,996,680.00)*** being the Approved Budget for the Contract (ABC) for the **2025 ONLINE COMPETENCY RE-ASSESSMENT ON ITS ENHANCED COMPETENCY FRAMEWORK AS PER PR NO 25-07-0302**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The TIEZA now calls for the face to face submission of eligibility documents for the above-mentioned consultancy services on **July 23, 2025 @ 9:30 a.m.**. Opening of Eligibility Documents shall be on **July 23, 2025 at 10:00 a.m.** likewise through face to face procedure. Application for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
3. Interested bidders may obtain further information from the TIEZA BAC Secretariat (**please see contact details below**) and inspect the Bidding Documents on our website and at the posting on the Philippine Government Electronic Procurement Service (PhilGEPS) website.
4. A complete set of bidding documents may be acquire by interested Bidders through the following modes:

ON-PREMISE:

The prospective bidders shall accomplish the issued Authority to Accept Payment (ATAP) form for payment at the Treasurer's Office.

The bidding documents will be issued to the prospective bidder upon settlement of the Order of Payment.



ONLINE:

The Authority to Accept Payment (ATAP) is available at TIEZA's website. Interested bidders can download the ATAP, completely fill out the form and send the scanned copy to the BAC Secretariat's email. An instruction to settle thru bank deposit will be given thereafter.

Bidders who will buy the bidding documents shall deposit the amount in either one of the following TIEZA bank accounts:

Account Name: TIEZA

Development Bank of the Philippines (DBP) Account #: 0405-018676-030 (Makati Branch)

Land Bank of the Philippines (LBP) Account #: 1782-1046-47 (Pasong Tamo Branch) The deposit slip shall be kept and a scanned copy shall be sent to tieza.bacsecretariat@gmail.com.

Please note the payment for the documents is a non-refundable fee in the amount of **Five Thousand Pesos only (Php 5,000.00)**. Please note further that purchase of the said documents are available on **July 15, 2025- July 22, 2025** from **8:00 am to 5:00 pm**, except Fridays, Saturdays, Sundays and Holidays and on **July 23, 2025** from **8:00 to 9:00 a.m.**

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Eligibility Documents not later than the submission of their bids.

5. The BAC shall draw up the shortlist of consultants from those who have submitted the 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. Please refer to below criteria and rating system for shortlisting.

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

An eligible consultant should pass the minimum score of 70 points to be included in the shortlisting.

6. Bidding will be conducted through an 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) procedure. The criteria and rating system shall be provided in the Instructions to Bidders.
8. The contract shall be completed in accordance with the Terms of Reference.
9. The TIEZA reserves the right to reject any and all bids, declare a failure of bidding, not to 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:
BAC Secretariat
7th Floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park
Macapagal Avenue corner EDSA Extension Bay Area Pasay City
(+632) 249-5986 loc. 713 or 714
11. You may visit the following websites:
For downloading of Bidding Documents:
<https://notices.philgeps.gov.ph/tieza.gov.ph>
For inquiries/concerns:
bacsecretariat@tieza.gov.ph
For purchase of bidding documents: tieza.bacsecretariat@gmail.com


RAQUEL S. DELA CRUZ
BAC Chairperson

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:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;
 - (e) be addressed to the Procuring Entity’s BAC specified in the **EDS**;
 - (f) bear the specific identification of this Project indicated in the **EDS**; and
 - (g) 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 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:
- (h) the name of the prospective bidder;
 - (i) whether there is a modification or substitution; and
 - (j) 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	<p><i>State the types and fields of Consulting Services that will be performed in relation to the Project and the appropriate GoP regulatory body, if any.</i></p> <p>2025 ONLINE COMPETENCY RE-ASSESSMENT ON ITS ENHANCED COMPETENCY FRAMEWORK AS PER PR NO 25-07-0302</p>
1.3	No further instructions.
2.1(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"> 1. Valid DTI Registration Certificate/SEC Registration, whichever is applicable; 2. Valid Mayor’s/Business Permit or its Equivalent Document; 3. Valid Tax Clearance; 4. 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>five (5) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<i>Certificate of Satisfactory Completion</i>
4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3 (e)	<p><i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p><i>Bids and Awards Committee</i></p> <p><i>BAC Secretariat</i></p> <p>7th Floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park Macapagal Avenue corner Edsa Extension Bay Area Pasay City</p>
4.3 (f)	<p><i>State specific details concerning the identification of the Project</i></p> <p><i>REQUEST FOR EXPRESSION OF INTEREST</i> REI/Project Identification No. <u>25-07-0006</u></p>

	2025 ONLINE COMPETENCY RE-ASSESSMENT ON ITS ENHANCED COMPETENCY FRAMEWORK AS PER PR NO 25-07-0302
5	<p>The address for submission of eligibility documents is</p> <p><i>BAC Secretariat</i></p> <p>7th Floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park Macapagal Avenue corner Edsa Extension Bay Area Pasay City</p> <p>The deadline for the face to face submission of eligibility documents is</p> <p>July 23, 2025 @ 9:30 a.m..</p>
8.1	<p>The place of opening of eligibility documents is</p> <p><i>BAC Secretariat</i></p> <p>7th Floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park Macapagal Avenue corner Edsa Extension Bay Area Pasay City</p> <p>The date and time of opening of eligibility documents is July 23, 2025 at 10:00 a.m.</p>
9.1	<i>Conceptual Architectural Design Contracts</i>
9.2	<p><i>1. Set of Criteria</i></p> <p><i>Among others:</i></p> <p><i>1.1 Experience of the consultant – 50%</i></p> <p><i>1.2 Qualification of personnel to be assign – 40%</i></p> <p><i>1.3 Current work load in relations to capacity- 10%</i></p> <p><i>2. Rating System</i></p> <p><i>2.1 Shortlisted consultant must obtain a score of 70% or higher</i></p>

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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

TERMS OF REFERENCE

I. Description

The Tourism Infrastructure and Enterprise Zone Authority (TIEZA) through its Bids and Awards Committee undertake a procurement for the **2025 ONLINE COMPETENCY RE-ASSESSMENT ON ITS ENHANCED COMPETENCY FRAMEWORK**.

II. Objective

TIEZA, in line with its commitment to excellence, transparency, and continuous improvement and as directed by the able oversight of the Governance Commission for Government-Owned and Controlled Corporations (GCG), TIEZA shall conduct another competency assessment in 2025 to ensure progress and ascertain the level of improvements achieved by TIEZA in terms of its organization-wide competency proficiency.

TIEZA carried out the 2021 – 2024 competency assessments with the technical assistance of an assessment firm, employing the competency assessment tool especially developed for TIEZA. Given the foregoing, TIEZA is requiring to conduct the competency reassessment on the employees for 2025 using the truncated competency assessment questionnaires developed in 2023.

III. Scope of the Project

1. Inception meeting with TIEZA's project proponents.
2. Submission of the Inception Report detailing the work plan agreed upon with TIEZA.
3. Conduct a desk review/analysis of documents and references on the learning and development initiatives undertaken by TIEZA.
4. Finalize the competency assessment based on the results of the assessment.
5. Orientation and Administration of the Competency Assessment.
6. Analysis of the Competency Assessment Results, which includes a comparative analysis with the results of the 2024 Competency Assessment using GCG-prescribed formula
7. Submission of the GCG-prescribed Report detailing the results of the Competency Assessment Results
8. Presentation of results to TIEZA project proponents and management

IV. Background

TIEZA, with the assistance of an assessment firm enhanced its existing competency framework and updated its competency-based job descriptions in 2020. TIEZA subjected its employees to a baseline competency assessment on its enhanced competency model in 2021. This competency assessment utilized both the employees' self-assessment and their managers' rating on the demonstration of the competencies required of their job provided in the enhanced competency framework. The results of this assessment formed the baseline competency level of TIEZA based on the new competency model. Individual and/team development plans were crafted with the aid of assessment firm and implemented by TIEZA to address competency gaps and areas for improvement of its employees. Various Learning and Development interventions were undertaken in 2021 accordingly to close the gaps and address areas needing improvement which were identified in the said baseline assessment. TIEZA undertook a competency re-assessment in 2022 to 2024 to ascertain progress achieved with the interventions it rolled out. Again, interventions were undertaken in 2022 to 2024 to address areas needing improvement which were identified in the 2022 to 2024 re-assessments.

V. Workplan and Timeline

PHASE	ACTIVITIES	DELIVERABLES	TIMEFRAME
Inception Meeting	<ul style="list-style-type: none"> Discuss learning and development interventions implemented by TIEZA Finalize the process, timelines, and other items for clarification 	Inception Meeting Conduct	1 day
Desk Review	<ul style="list-style-type: none"> Review and analysis of internal documents of TIEZA that are critical for the process of the project 		1 Week
Inception Report Submission	<ul style="list-style-type: none"> Write the Inception Report detailing the agreements made in the inception report as well as the proposed changes 	Inception Report	1 day
Review of Sets of Competencies	<ul style="list-style-type: none"> Revisit existing competency map/tables to align the specific competencies of each section/division. 	Assessment Questionnaires	3 weeks
Online Assessment Set- up per Department	<ul style="list-style-type: none"> Uploading of the finalized competency assessment and setting up the competency reassessment per individual TIEZA to submit the updated list of employees and their respective positions, division/department, and immediate superiors 	Final List of Competencies to be included per Department or Division	3 weeks
Competency Reassessment Orientation	<ul style="list-style-type: none"> Orientation for All Employees per Department/Division 	Conduct of Competency Reassessment Orientation	4 Weeks
Actual Competency Assessment (Data Collection)	<ul style="list-style-type: none"> The accomplishment of TIEZA employees and their immediate superiors of the competency assessment through an online platform 	Email invitations containing the links to accomplish the competency assessments	
Data Processing & Analysis	<ul style="list-style-type: none"> Collection and analysis of the accomplished survey forms 		2 Weeks
Report Writing	<ul style="list-style-type: none"> Writing of the Comprehensive Assessment Report & GCG-prescribed Competency Summary Report, to include a <u>comparative analysis</u> with the 2024 assessment results 	Comprehensive Assessment Report & Competency Summary Report	2 Weeks
Presentation of Results	<ul style="list-style-type: none"> Set a schedule to present the results to TIEZA's project proponents and management team 	Revised Final Reports	1 day

Report Revisions	<ul style="list-style-type: none"> Revisions shall be made to the Comprehensive Assessment Report & Competency Summary Report incorporating the feedback of TIEZA 	Finalized Comprehensive Assessment Report & Competency Summary Report	2 Weeks
Commissioning & Sign-Off	<ul style="list-style-type: none"> Assessment firm shall facilitate a Cascade Session for the TIEZA Leaders, if TIEZA so requires. 	Certificate of Satisfactory Completion	1 Week
TOTAL = 19 weeks			

VI. Deliverables/Outputs

1. Inception Report
2. Comprehensive Assessment Report
3. Competency Summary Report

VII. Team Composition

1. One (1) Lead HROD Consultant
2. Two (2) HROD Consultants
3. One (1) Project Manager
4. One (1) Statistician
5. One (1) Technical Writer

VIII. Qualifications of the Lead Consultant and Team of Experts

Criteria	Minimum Qualifications	Bases
Experience and Capability of the bidder	<ul style="list-style-type: none"> The institution should have been in business/ consultancy/ research for at least five (5) years Engaged with at least three (3) different companies/ institutions (at least one of which should be with a government agency/ institution) Engaged with at least one (1) institution belonging to the public/government sector in similar or relevant nature of work as mentioned above 	(a) DTI or SEC registration submitted indicating the year of registration and/or other relevant documents; (b) list of completed and on-going contracts; (c) copies of Certificates of Satisfactory Service Rendered / Certificates of Completion
Quality of personnel to be assigned to the project – Project Manager/ Lead Consultant	<p>The lead consultant should have:</p> <ul style="list-style-type: none"> PhD (or Doctoral Candidate) in Human Resource Management/ Organization Development or a related field Extensive knowledge on Organizational Development and/or Management Consulting industry, with at least (8) years of total experience as researcher, of which at least five (5) years is 	Original signed curriculum vitae submitted indicating relevant work experience and educational background, publication track record, and trainings attended supported by certificates of attendance / participation

	related to human resource management / organizational development or related industry <ul style="list-style-type: none"> • Ability and willingness to mentor 	
Quality of personnel to be assigned to the project – Team of Experts	The other members of the team should have: <ul style="list-style-type: none"> • At least a bachelor's degree • With at least one (1) year of relevant experience in human resource management / organizational development 	Original signed curriculum vitae submitted indicating relevant work experience and educational background, publication track record, and trainings attended supported by certificates of attendance / participation

IX. Evaluation of the Proposal

The proposal/s will be evaluated using the Quality-Cost Based Evaluation (QCBE) method and through individual rating pursuant to the revised IRR of RA No. 9184 and the Manual of Procedures for the Procurement of Consulting Services, with the Technical Proposal allocated seventy percent (70%) and the Financial Proposal thirty percent (30%).

Criteria for Evaluation	Percentage
Technical Proposal	70
Financial Proposal	30
Total	100

The rating for the Technical Proposal will be rated on the following criteria:

Criteria for Technical Evaluation	Maximum Points
Quality of Personnel to be Assigned	50
Experience and Capability of the Consultant	20
Plan of Approach/Methodology	30
Total	100

The BAC will multiply the average score of each qualified consultant's Technical Proposal with the percentage value allowed as weight for Technical Proposals (70%).

As regards the Financial Proposal, the BAC shall compute the ratings in this manner.

- The consultant with the lowest price gets 100 points (assuming it is within the ABC).
- The scores of the other consultants will be computed using the formula:

$$Sf = 100 \times FI/F$$

In which Sf is the financial score, FI is the lowest Financial Proposal and F is the Financial Proposal under consideration.

The financial score will be multiplied by the percentage value allowed as weight for Financial Proposals (30%).

The BAC will then add the resulting products of both operations for each consultant. The sum will become the total score for the consultant.


X. Payment Terms

Deliverable/Milestone	Percent of Total Contract
Mobilization Fee (upon submission of Inception Report)	50%
Upon completion of administration of competency assessments to TIEZA Employees	35%
Final Report	15%

XI. Confidentiality of Data and Information

The contractor shall be engaged by the TIEZA and shall submit outputs directly to the designated focal person within TIEZA for review and endorsement for payment. The contractor shall not use nor disseminate these documents for their own research purposes without the written consent of TIEZA. All the materials, data, and information used and generated through the survey shall be under the sole ownership of TIEZA. The contractor shall, at all times, keep the confidentiality of such materials, data, and information, and shall not use nor disseminate these materials, data, and information for their own research purposes without the written consent of the TIEZA.

Prepared by:


 SHEENA C. BORRROMEO
 Manager
 Human Resource Services Division

Approved by:


 ROSANNA M. OLGADO
 Manager
 Administrative Services Department