



REQUEST FOR QUOTATION

ENGAGEMENT WITH PROCUREMENT SPECIALIST
NEGOTIATED PROCUREMENT (SVP) NO.: RFQ18-073

August 9, 2018

The Credit Information Corporation invites all eligible suppliers/consultants to quote the best offer for the hereunder described item/s subject to the Terms and Conditions and within the Approved Budget of the Contract.

LOT	DESCRIPTION	Approved Budget of the Contract
1	Engagement with a Procurement Specialist	PHP 300,000.00
Contract Duration		Six Months

Kindly submit/send your quotation to the below indicated office address or email addresses, duly signed by you or your authorized representative, not later than **17 August 2018 at 2:00 PM.**

Administrative Office
Credit Information Corporation (CIC)
6th Floor, Exchange Corner Building, 107 V.A. Rufino Street
Corner Esteban Street, Legaspi Village, Makati City 1229

tonirose.unciano@creditinfo.gov.ph and christian.mojica@creditinfo.gov.ph

Thank you.

Very truly yours,

TONI ROSE E. UNCIANO
Administrative Services Officer V



PRICE PROPOSAL FORM

ENAGEMENT WITH PROCUREMENT SPECIALIST
NEGOTIATED PROCUREMENT (SVP) NO.: RFQ18-073

LOT	Item Description
1	Consultancy Services - Procurement Specialist (Please see attached Terms of Reference)
Contract Duration:	SIX (6) Months
Proposal Amount	Amount in Words: _____
	Amount in Figures: PHP _____

TERMS AND CONDITIONS:

- All entries shall be typed or written in a clear legible manner.
- Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
- Price Validity: All prices quoted herein are valid, binding and effective for a period of THIRTY (30) calendar days upon issuance of this document.
- As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- The CIC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this project

UNDERTAKING:

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this _____ day of _____ 20_____.

[Signature over Printed Name of
Authorized Representative]

[designation / position]

[Email Address]

[Telephone / Fax Numbers]

Duly authorized to sign Bid for and on behalf of

[Company Name]



TERMS OF REFERENCE

PROCUREMENT SPECIALIST

I. GENERAL INFORMATION

The Credit Information Corporation (CIC) is a Government-Owned and Controlled Corporation (GOCC) created in 2008 by virtue of Republic Act No. 9510 otherwise known as the Credit Information System Act (CISA). The CIC is mandated to establish a comprehensive and centralized credit information system for the collection and dissemination of fair and accurate information relevant to, or arising from credit and credit-related activities of all entities participating in the financial system, such as but not limited to retail, trade, utilities, and other service and product providers that may yield data on creditworthiness and payment behavior.

II. OBJECTIVE

The CIC would like to invite the services of an individual for the position of Procurement Specialist. The individual to be hired will be engaged as a consultant to provide his/her technical assistance and expertise in strengthening and improving CIC's procurement processes and activities. He/She will ensure that the procurement activities are fully compliant with RA 9184 or Government Procurement Reform Act (GPRA).

III. SCOPE OF WORK

The Procurement Specialist will perform the following duties and responsibilities:

- I. Advisory Services:
 1. Render advice and opinion on matters elevated concerning procedural matters on Procurement.
 2. Render advice appropriate strategies or plan of action on difficult/complicated problems relating to procurement where there are no policy, precedent, or regulations established.
 3. Work in close coordination with the CIC Bids and Awards Committee and Technical Working Group on policy matters regarding procurement.
 4. Provide guidance and assistance in the development and completion of:
 - a. Standard Procurement Documents (i.e, Technical Specifications, Scope of Work, Terms of Reference, etc.);
 - b. Bid Evaluation Reports; and
 - c. Purchase Order and Contracts
- II. Technical Services:
 1. Ensure compliance to contractual agreements with suppliers, and report on any deviation therefrom.

2. Coordinate with the various groups/units in CIC on proper legal and contractual compliance relating to procurement services, transactions, policies and procedures.
3. Recommend appropriate strategies or plan of action on difficult/complicated problems relating to procurement where there are no policy, precedent, or regulations established.
4. Ensure that all procurement activities under CIC will be in accordance with RA 9184 and its Implementing Rules and Regulations, issuances of the Government Procurement Policy Board (GPPB) and its Harmonized Procurement Guidelines.
5. Develop a procurement strategy and capacity building program to overcome foreseen difficulty and reduce implementation risks.
6. Coordinate for the pre-procurement and pre-bid conferences, negotiations, bidders presentation/proof of concept and bid openings.

III. Administrative Functions:

1. Submit to the Acting SVP for Finance and Administration a Monthly Progress Report which will contain at least, but not limited to, the list of activities and a work log sheet, deliverable on the last day of each month.
2. Perform other duties assigned.

IV. WORKING TERMS AND CONDITIONS

The Procurement Specialist is expected to work for twelve (12) months. The post is based in CIC Makati Office.

V. APPROVED BUDGET CONTRACT AND TERMS OF PAYMENT

The total contract cost amounts to FIFTY THOUSAND PESOS (Php50,000.00) which shall be paid in monthly payments subject to the acceptance of the deliverables by the Inspection and Acceptance Committee. Payment for the Procurement Specialist shall be funded and made through the corporate funds of the CIC.

VI. MINIMUM QUALIFICATIONS

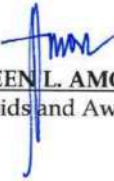
1. Bachelor's Degree in Business Administration, Law, Engineering or other related fields.
2. With at least five (5) years experience in the government procurement of Goods, Consulting Services and Infrastructure Projects.
3. Knowledge and familiarity with RA 9184.
4. Attended at least three (3) procurement-related trainings within the last two (2) years.
5. Excellent research, writing and speaking skills.
6. Computer literate with knowledge in Microsoft Excel and Word.
7. Strong leadership and management skills.
8. Strong interpersonal and teamwork skills.
9. Strong sense of integrity.

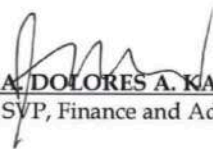
Submission of eligibility requirements shall be made at 6F Exchange Corner Building 107 V. A. Rufino Street corner Esteban St., Legaspi Village, and Makati City 1229 at 9:00am, July 20, 2018.

VII. SUPERVISION

The Procurement Specialist will directly report to the Bids and Awards Committee (BAC), Acting SVP for Finance and Admin, and closely working with the Admin Services Officer V and Procurement Officer/Procurement Assistant.

Approved by:


ATTY. AILEEN L. AMOR-BAUTISTA
Chairman, Bids and Awards Committee


MS. MA. DOLORES A. KALALO
Acting SVP, Finance and Admin