



**REQUEST FOR QUOTATION**

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE COMPETENCY MODELING (CATALOGUE FRAMEWORK, TABLES, MATRIX, POSITION PROFILES AND COMPETENCY-BASED JOB DESCRIPTION), PROFILING AND ASSESSMENT FOR THE CREDIT INFORMATION CORPORATION (CIC)**

**NEGOTIATED PROCUREMENT (SVP) NO.: RFQ18-091 - Rebid**

June 21, 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	Consultancy Services (Please see attached Terms of Reference)	PHP 400,000.00
<b>Contract Duration</b>	FIVE (5) Months	

Required Documents/Information to be submitted as Attachment to the Proposal:

- PhilGEPS Registration Certificate/Number
- Mayor's/Business Permit
- Income/Business Tax Return
- Professional License/ Curriculum Vitae
- BIR Certificate of Registration (for Individuals)
- Omnibus Sworn Statement

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 28 June 2018 at 2:00 PM.

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

[tonirose.unciano@creditinfo.gov.ph](mailto:tonirose.unciano@creditinfo.gov.ph) and [christian.mojica@creditinfo.gov.ph](mailto:christian.mojica@creditinfo.gov.ph)

Thank you.

Very truly yours,

**TONI ROSE E. UNCIANO**  
Administrative Services Officer V



**PRICE PROPOSAL FORM**

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE COMPETENCY MODELING (CATALOGUE FRAMEWORK, TABLES, MATRIX, POSITION PROFILES AND COMPETENCY-BASED JOB DESCRIPTION), PROFILING AND ASSESSMENT FOR THE CREDIT INFORMATION CORPORATION (CIC)**  
NEGOTIATED PROCUREMENT (SVP) NO.: RFQ18-091 - Rebid

<b>LOT</b>	<b>Item Description</b>
<b>1</b>	<b>Consultancy Services (Please see attached Terms of Reference)</b>
<b>Contract Duration:</b>	FIVE (5) Months
<b>Proposal Amount</b>	<b>Amount in Words:</b> _____
	<b>Amount in Figures:</b> PHP _____

**TERMS AND CONDITIONS:**

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. Price Validity: All prices quoted herein are valid, binding and effective for a period of THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. 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 of Consultancy Services for**  
**The Competency Modeling (Catalogue, Framework, Tables, Matrix,**  
**Position Profiles and Competency-Based Job Description), Profiling and**  
**Assessment for the Credit Information Corporation (CIC)**

## **I. BACKGROUND**

The Credit Information Corporation (CIC) is a Government-Owned and/or Controlled Corporation (GOCC) which was established in 2008 upon the legislation of Republic Act No. 9510 or the Credit Information System Act. The CIC is envisioned to be the leading provider of independent, reliable and accurate credit information in the Philippines. It is tasked to collect credit related data (positive and negative credit data) from all financial institutions, as well as other potential sources of credit information such as retail, trade, utilities and other service and product providers that may constitute a form of credit.

Given the major role that CIC plays in the Philippine economy, it is vital that its employees, systems and procedures are at par with the current practices and standards in public administration observed by the Civil Service Commission. Institutionalization of the project is expected to promote uniformity among CIC human resource actions, hire competent individuals and develop highly motivated employees.

## **II. OBJECTIVES**

The hiring of a CONSULTANT for the institutionalization of this project has the following objectives:

1. Conduct an orientation and training/workshop to the Core Team and Management to familiarize themselves with the concepts and undertakings of the Competency Model and equip them with techniques for the Competency Writing.
2. Development of a Competency Catalogue. A document that identifies the competencies relevant to CIC.
3. Development of a Competency Framework. A diagram that clusters the competencies identified under the Competency Catalogue into Core, Leadership, Technical and Organizational themes.
4. Development of Competency Tables. A set of tables containing an operational definition for each competency, identifying the behavioral indicators associated with the competency and classifying the behavioral indicators into different levels, showing a progression of proficiency.
5. Development of a Competency Matrix. A matrix for all position titles and competencies that identifies the (1) competencies required for each position and, (2) the required competency levels for those competencies.
6. Development of Position Profiles. A set of profiles for all positions identifying the (1) competencies required for each position title, and the (2) behavioral indicators associated with these required competencies.
7. Development of Competency-Based Job Description. A set of all job descriptions of all position titles identifying the (1) tasks and sub-tasks associated with each position title, (2) the competencies required for the position title, (3) the competency levels for these required competencies, and, (4) the behavioral indicators associated with the competency levels.

### **III. SCOPE OF WORK**

The CONSULTANT shall undertake all the necessary activities particularly the following:

#### **A. Phase 1**

1. Submits a detailed and approved work plan;
2. Project Launch and Orientation of the Core Team and selected personnel including (1) presentation of the project, objectives, concepts, methodology, schedules, work plans, forms and technology and tools to be used;
3. Pre-Test (which aims to obtain baseline data on the Core Team);
4. Three (3)-Day Training on Competency Model Writing; and,
5. Review and validation of CIC's Vision, Mission and Core Values, corporate philosophy, strategic initiatives, road map, as well as relevant policies and procedures, existing Job Descriptions and other relevant information.

#### **B. Phase 2**

##### **B.1 Create Competency Model/ Framework**

1. Identify core, organizational, technical and leadership competencies which include development of competency models and profiles of core, organizational, technical, and leadership competencies;
2. Develop the Competency Catalogue and Framework;
3. Identify functional competencies per position and provide operational definition for each competency;
4. Identify behavioral indicators associated with the core, leadership, technical and leadership competencies which includes development of Competency Tables (Rubrics);
5. Classify behavioral indicators into different levels showing a progression of proficiency;
6. Develop a Competency Dictionary which includes obtaining feedback and making necessary adjustments;
7. Develop the Competency Matrix; and
8. Framework validation.

##### **B.2 Development of Competency-Based Profile**

1. Develop Position Profiles that identifies the following:
  - a. Competencies required for each position; and,
  - b. Ideal or required level of proficiency per required competency levels for the positions.
2. Validate Competency Table, Competency Matrix, and Competency Dictionary, which includes writing/re-writing of Competency-Based Job Descriptions; and,
3. Presentation of Competency-Based Profile.

##### **B.3 Competency Assessment**

1. Competency assessment of incumbents;
2. Present the draft Competency Assessment of the incumbents for approval.

#### B.4 Competency-Based HRD Application

Provide the Core Team an over-all perspective on how to apply the outputs gleaned from The project. These outputs are the Functional Competency Dictionary (FCD) and Competency-Based Job Descriptions.

#### C. Phase 3

1. Feedback Sessions (Debriefings, meetings)
2. Cascading of the whole project (deliverables/accomplishments), tools and technologies
3. Closing (Formal acceptance of the final output- submission of complete reports including tools and instruments used)

### IV. DELIVERABLES AND TIMELINE

ACTIVITIES	DELIVERABLES	TIMELINE
<b>A. Phase 1</b> <ol style="list-style-type: none"> <li>1. Submits a detailed and approved work plan;</li> <li>2. Project Launch and Orientation of the Core Team and selected personnel including (1) presentation of the project, objectives, concepts, methodology, schedules, work plans, forms and technology and tools to be used;</li> <li>3. Pre-Test (which aims to obtain baseline data on the Core Team);</li> <li>4. Three (3)-Day Training on Competency Model Writing; and,</li> <li>5. Review and validation of CIC's Vision, Mission and Core Values, Corporate Philosophy, strategic initiatives, road map, as well as relevant policies and procedures, existing Job Descriptions and other relevant information.</li> </ol>	<ol style="list-style-type: none"> <li>1. Approved Work Plan;</li> <li>2. Project Launching and Orientation Seminar;</li> <li>3. Baseline Data of the Core Team;</li> <li>4. Three (3) Day Training on Competency Modeling, Profiling and Assessment; and</li> <li>5. Results of the review and validation of CIC's Vision, Mission, Core Values, Corporate Philosophy, road map, existing Job Descriptions and other relevant policies and procedures.</li> </ol>	One (1) month from the receipt of the Notice to Proceed (NTP)
<b>B. Phase 2</b> <b>B.1 Create Competency Model/ Framework</b> <ol style="list-style-type: none"> <li>1. Identify core, organizational, technical and leadership competencies which include</li> </ol>	<ol style="list-style-type: none"> <li>1. Results of the identification of core, organizational technical and leadership competencies which include</li> </ol>	Six (6) weeks from the



<p>development of competency models and profiles of core, organizational, technical, and leadership competencies;</p> <ol style="list-style-type: none"> <li>2. Develop the Competency Catalogue and Framework;</li> <li>3. Identify functional competencies per position and provide operational definition for each competency;</li> <li>4. Identify behavioral indicators associated with the core, leadership, technical and leadership competencies which includes development of Competency Tables (Rubrics);</li> <li>5. Classify behavioral indicators into different levels showing a progression of proficiency;</li> <li>6. Develop a Competency Dictionary which includes obtaining feedback and making necessary adjustments;</li> <li>7. Develop the Competency Matrix; and</li> <li>8. Framework validation.</li> </ol>	<p>development of competency models and profiles of core, organizational, technical, and leadership competencies;</p> <ol style="list-style-type: none"> <li>2. Competency Framework and Catalogue</li> <li>3. Results of the identification of functional competencies per position and provide operational definition for each competency;</li> <li>4. Results of the identification of behavioral indicators associated with the core, leadership, technical and leadership competencies which includes development of Competency Tables (Rubrics);</li> <li>5. Results of the classification of behavioral indicators into different levels showing a progression of proficiency;</li> <li>6. Competency Dictionary;</li> <li>7. Competency Matrix; and,</li> <li>8. Results of the Framework Validation</li> </ol>	<p>completion of Phase 1</p>
<p><b>B.2 Development of Competency-Based Profile</b></p> <ol style="list-style-type: none"> <li>1. Develop Position Profiles that identifies the following:             <ol style="list-style-type: none"> <li>a. Competencies required for each position; and,</li> <li>b. Ideal or required level of proficiency per required competency levels for the positions.</li> </ol> </li> <li>2. Validate Competency Table, Competency Matrix, and Competency Dictionary, which includes writing/re-writing of Competency-Based Job Descriptions.</li> <li>3. Presentation of Competency-Based Profile</li> </ol>	<ol style="list-style-type: none"> <li>1. Position Profiles</li> <li>2. Writing of Competency-Based Job Descriptions</li> <li>3. Competency-Based Profiles and Job Descriptions</li> </ol>	<p>Three (3) weeks from completion of B.1</p>

<p><b>B.3 Competency Assessment</b></p> <ol style="list-style-type: none"> <li>1. Competency assessment of incumbents;</li> <li>2. Present the draft Competency Assessment of the incumbents for approval.</li> </ol>	<p>Results of the Competency Assessment</p>	<p>Two (2) weeks from completion of B.2</p>
<p><b>B.4 Competency-Based HRD Application</b></p> <p>Provide the Core Team an over-all perspective on how to apply the outputs gleaned from the project. These outputs are the Functional Competency Dictionary (FCD) and Competency-Based Job Descriptions.</p>	<p>Application of Competency-Based outputs</p>	<p>Two (2) weeks from completion of B.3</p>
<p><b>C. Phase 3</b></p> <ol style="list-style-type: none"> <li>1. Feedback Sessions (Debriefings, meetings)</li> <li>2. Cascading of the whole project (deliverables/accomplishments), tools and technologies</li> <li>3. Closing (Formal acceptance of the final output- submission of complete reports including tools and instruments used)</li> </ol>	<ol style="list-style-type: none"> <li>1. Adjustments on the Competency-Based HRD Applications based on feedback sessions conducted; and,</li> <li>2. Final Acceptance and Closing of the Project</li> </ol>	<p>Three (3) weeks from completion of B.4</p>

## V. QUALIFICATIONS, EXPERTISE AND SKILLS REQUIRED

1. The CONSULTANT shall organize a 2-3 team member. The expertise of the team members must be varied and must respond to the competencies and expertise required to complete the project. The team must have specialists in the following areas: (1) Competency Based HR Management Applications/ Systems; (2) Competency Modeling/ Profiling; (3) Competency Assessment; and (4) Legal Background particularly in the government sector in order to ensure that the technical competencies are appropriately captured and translated into the required output.
2. The team members must have at least five (5) years of professional experience in their respective fields of specialization. They must also demonstrate in their respective Curriculum Vitae their competencies in interpersonal relations, local culture sensitivity, interviewing and facilitation, experience with public sector, and their ability to adapt to different cultural settings and environmental conditions.
3. The Team Leader must clearly demonstrate expertise in the field and must have at least seven (7) years of collective experience in all aspects of HRMD. S/he must have intensive

experience working with public sectors. S/he shall likewise serve as the focal point person who will be directly contacted by CIC whenever necessary.

4. One of the team members must be adept in technical writing who will ensure that the final reports/outputs are properly written before submission to CIC; and another team member who will act as editor to ensure the quality of the output.

## VI. WARRANTIES OF THE CONSULTANT

1. The CONSULTANT warrants that they shall conform strictly with all the conditions of this Terms of Reference;
2. The CONSULTANT in the performance of their services shall secure, maintain at their own expense all registration, licenses or permits required by law and shall comply with the rules, regulations and directives of the Regulatory Authorities;
3. The CONSULTANT shall coordinate with the authorized and/or designated personnel in the performance of their duties.

**Where Services are to be Performed.** Consultant's services will be performed at client's Office of 6<sup>th</sup> Floor, Exchange Corner Building, 107 V.A. Rufino corner Esteban Street, Legaspi Village, Makati City.

**Nature of Relationship.** Nothing therein shall be construed to create an employer-employee relationship between the CLIENT and the CONSULTANT. The Consultant shall not enter into any agreement or incur any obligations on the CLIENT'S behalf, or commit the CLIENT in any manner without the client's prior written approval.

## VII. CONFIDENTIALITY OF DATA

The CONSULTANT warrants that s/he shall conform strictly to the terms and conditions of this Terms of Reference. In particular, s/he shall:

- a. be required to sign a non-disclosure agreement;
- b. warrant, represent and undertake reliability of the services required;
- c. agree to hold the proprietary information in strict confidence;
- d. agree not to reproduce, transcribe or disclose the proprietary information to third parties without prior written approval from the office; and,
- e. uphold strict confidentiality of any and all information that will come to their knowledge.

## VIII. SCHEDULE OF PAYMENTS

DETAILS	BUDGET COST
<b>MOBILIZATION</b>	10%
<b>PHASE 1</b> (Please refer to Item IV)	30%





<b>PHASE 2</b> (Please refer to Item IV)	40%
<b>PHASE 3</b> (Please refer to Item IV)	20%
<b>TOTAL CONTRACT PRICE (TCP)</b>	<b>PhP400,000.00 (inclusive of VAT)</b>

The CONSULTANT shall be paid upon issuance of Certificate of Acceptance on the submitted report to the Head, Human Resource Unit (HRU), for every accomplished Phase, copy furnished the Head, Accounting Unit as requirement for the processing of payments. The Head of HRU shall be responsible for monitoring the progress and deliverables of the CONSULTANT.

The final and last payment shall be made only after the final report and statement, identified as such, shall have been submitted by the Consultant and approved as Satisfactory by CLIENT.

Overall time frame for the project is expected to be completed within five (5) months from the date of receipt of the NTP.

#### **IX. OTHER PROVISIONS**

**Force Majeure.** The CONSULTANT shall complete the project in strict compliance with the Terms of Reference within five (5) months, reckoned from the date of receipt of the NTP. No extension of time shall be given for causes other than due to the following: typhoons, fires, earthquakes, other forms of force majeure, valid stoppage, suspension, orders of competent authority, civil disorder, and such other similar and analogous causes.

**Liquidated Damages for Delay.** If the CONSULTANT fails to deliver any or all of the Services within the period(s) specified in the Contract, the CLIENT shall, without prejudice to its other remedies under the Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the CLIENT may consider termination of the Contract. The Client has the right to blacklist the Consultant in case of termination.

Submission of eligibility requirements shall be made at 6F Exchange Corner Building 107 V. A. Rufino corner Esteban Street, Legaspi Village, Makati City 1229.

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PREPARED BY:

**JOSEPH P. VARGAS**

Human Resource Management Officer IV



BUDGET AVAILABILITY:

  
**ARNEL C. DAJAO**  
Budget Officer IV

RECOMMENDING APPROVAL:

  
**MA. DOLORES A. KALALO**  
Acting SVP, Finance and Administration Group

APPROVED: / DISAPPROVED:

  
**JAIMÉ CASTO JOSE P. GARCHITORENA**  
President and CEO