



**October 28, 2020**

**REQUEST FOR QUOTATION**

**No.: 2020-FAG(002)-NPSVP-038**

**Engagement of Procurement Specialist**  
(Negotiated Procurement – Small Value Procurement)

Sir/Madam:

The Credit Information Corporation invites you to submit your quotation / offer for the described project below using the **Price Proposal Form (see Annex "A")** subject to the terms and conditions stated in the RFQ and Terms of Reference **(see Annex "B")**.

QTY	UOM	Description	Approved Budget for the Contract
1	Lot	Procurement Specialist for six (6) months	PhP300,000.00

Contract Duration: Six (6) months

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **November 4, 2020, 5:00 p.m.**

- PhilGEPS Registration Number;**
- Notarized Omnibus Sworn Statement (Annex C);**
- BIR Certificate of Registration;** and
- Curriculum Vitae and Training Certificates**

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required shall be sent electronically to [phoebe.wagan@creditinfo.gov.ph](mailto:phoebe.wagan@creditinfo.gov.ph). Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Upon determination of your technical, legal and financial eligibility, the Administration Unit of the CIC shall undertake negotiation with your company based on the Technical Specifications for this project.

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

## **PRICE PROPOSAL FORM**

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Date: \_\_\_\_\_

Administrative Office  
Credit Information Corporation  
6F, Exchange Corner Bldg., 107 VA Rufino St.  
cor. Esteban St., Legaspi Village, Makati City

Madam:

Having examined the Request for Quotation No. 2020-FAG(002)-NPSVP-038, which includes the terms of reference, the receipt of which is hereby duly acknowledged, the undersigned, offer to, in conformity with the said Request for Quotation for the sums stated hereunder:

<b>QTY</b>	<b>UOM</b>	<b>Description</b>	<b>Bid Amount</b>
1	Lot	Procurement Specialist for of six (6) months	

**Contract Duration:** Six (6) months

**TOTAL BID PRICE IN WORDS:**

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We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the CIC Technical Working Group may require from us the submission of documents that will prove our legal, financial and technical capability to undertake this project.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

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

Dated this \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Capacity

Duly authorized to sign Proposal for and on behalf of: \_\_\_\_\_

**COMPLIANCE FORM  
Terms of Reference**

**PROCUREMENT SPECIALIST**

**I. GENERAL INFORMATION**

The Credit Information Corporation (CIC) is a government-owned and controlled corporation 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 to provide technical assistance, expert input and support in strengthening and improving CIC's procurement activities. He/She will ensure that the procurement activities are in accordance with the Government Procurement Reform Act or RA 9184.

**III. SCOPE OF WORK**

The Procurement Specialist will perform the following duties and responsibilities:

**A. 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 policies, 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. Render advice on complaints received from bidders and the public.
5. Provide guidance and assistance in the development and completion of:
  - a. Standard Procurement Documents (i.e. Technical Specifications, Scope of Work, Terms of Reference, Bidding Documents, etc.); work plans with detailed activities and timeline;
  - b. Bid Evaluation Reports; and
  - c. Purchase Order and Contracts, including Contract Management and Suppliers Performance Evaluation

## B. Technical Services

1. Ensure compliance to contractual agreements with suppliers, and report on any deviation therefrom.
2. Coordinate with various groups/units in CIC on proper legal and contractual compliance relating to procurement services, transaction, 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 No. 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 like trainings/workshops to overcome foreseen difficulty and reduce implementation risks.
6. Craft the Terms of Reference on the procurement of Certifying Body for a Third Party Audit under ISO 9001:2015 and facilitate procurement of the same.
7. Coordinate for the pre-procurement and pre-bid conferences, negotiations, bidder's presentation/proof of concept and bid openings.

## C. Administrative Functions

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

## **IV. DURATION OF CONTRACT**

The Procurement Specialist is expected to work for six (6) months and must report for work at the CIC Office at least once a week. The Procurement Specialist must also be available for communication via e-mail that will be provided by the CIC in accordance with its policy on Email Service Acceptable Use. 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 (PhP 50,000.00) which shall be paid in monthly payments not later than ten (10) working days after receipt of billing and a monthly accomplishment report, 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 three (3) years experience in the government procurement of Goods, Consulting Services and Infrastructure Projects.
3. Knowledge and familiarity with RA 9184.
4. Excellent research, writing and speaking skills
5. Computer literate with knowledge in Microsoft Excel and Word.
6. Strong leadership and management skills.
7. Strong interpersonal and teamwork skills.
8. Strong sense of integrity.

**VII. SUPERVISION**

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

Dated this \_\_\_\_\_.

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Capacity

Duly authorized to sign Proposal for and on behalf of: \_\_\_\_\_

## **Omnibus Sworn Statement**

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### **AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

**1. *Select one, delete the other:***

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. *Select one, delete the other:***

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

**3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the rest:*

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a. Carefully examine all of the Bidding Documents;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity; and



10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the CIC BAC and CIC notices may be transmitted.

Telephone No/s.: \_\_\_\_\_  
Fax No/s.: \_\_\_\_\_  
E-mail Add/s.: \_\_\_\_\_

It is understood that notices/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ .

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

**Note:**

*"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:*

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by CIC.