

REQUEST FOR PROPOSAL

Procurement of a Learning Service Provider for the Conduct of the Project Management Training

P.R. No./Date Received: **2023-11-0225 / 13 November 2023**

RFQ/P No. / Date: **2023-11-0214 / 15 November 2023**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

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

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Omnibus Sworn Statement
- Curriculum Vitae
- Signed Terms of Reference
- Signed Request for Proposal

This pro-forma quotation may be submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or (assigned PBAC Sec email ffuna@phcc.gov.ph on or before **21 November 2023, 5:00 PM** subject to the following *Terms and Conditions*:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference**.
- 10 Please note that the award of the procurement is on a **per lot basis**.

Very truly yours,

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	Unit	QTY	ABC		Project Title	Unit Cost (PhP)	Total Amount (PhP)
			Unit Cost	Total		(To be filled out by the supplier)	
1	Lot	1	₱ 300,000.00	₱ 300,000.00	Procurement of a Learning Service Provider for the Conduct of the Project Management Training		
<i>(Please see attached Terms of Reference)</i>							
Total Lot ABC			₱ 300,000.00		TOTAL Amount :		
Delivery Instructions:						<i>(Please see attached Terms of Reference)</i>	

(Please provide complete information below)

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

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
 Designation/Position : _____
 Name of Company : _____
 Address : _____
 Telephone / Fax : _____
 E-mail Address : _____
 Company Tax Identification Number : _____



TERMS OF REFERENCE

Procurement of a Learning Service Provider for the Conduct of the Project Management Training

I. PURPOSE

This Term of Reference (TOR) outlines the Philippine Competition Commission's (PCC) requirements for a Learning Service Provider (LSP) who will spearhead and initiate the conduct of a project management training for the employees of the PCC.

II. BACKGROUND

The Philippine Competition Commission (PCC) is an independent, quasi-judicial body mandated to implement Republic Act (R.A) No. 10667 or the Philippine Competition Act (PCA). The PCA prohibits anti-competitive agreements, abuses of dominant position, and anti-competitive mergers and acquisition as the law aims to enhance market competition for the benefit of consumers and businesses.

Effective project delivery in the context of competition authorities refers to the application of project management methods and techniques to achieve the expected results of competition policy. These methods and techniques provide a disciplined approach to managing competition-related initiatives and help competition authorities to successfully implement various undertaking despite time and resource constraints.

In view of this, the PCC aims to engage the services of a LSP that will design and conduct face-to-face project management training, which shall cover key concepts, processes, and practical approaches to manage projects with varying complexities or within the context of an agile environment.

III. OBJECTIVES

This activity aims to contribute to the development and enhancement of project management competencies among PCC staff, particularly those involved in formulation and implementation of the Commission's flagship programs, activities, and projects. Upon the completion of the capacity building activity, the participants are expected to gain a better understanding and appreciation of the following:

- Key concepts, approaches, techniques, and useful tools applicable to the five (5) Project Management Body of Knowledge (PMBOK) Process Groups:
 - Initiation;
 - Planning;
 - Execution/Implementation;
 - Monitoring and Controlling; and
 - Closing

- Key concepts, approaches, techniques, and useful tools applicable to the ten (10) PMBOK Knowledge Areas:
 1. Project Integration Management;
 2. Project Scope Management;
 3. Project Schedule Management;
 4. Project Cost Management;
 5. Project Quality Management;
 6. Project Human Resource Management;
 7. Project Communications Management;
 8. Project Risk Management;
 9. Project Procurement Management; and
 10. Project Stakeholder Management

IV. SCOPE OF WORK

The LSP will be engaged for a duration of seventeen (17) business days from the date of issuance of the Notice to Proceed, and is expected to perform the following:

- a. Develop the course design containing the course learning outcomes, learning strategy, and training itinerary. The course design should include detailed interactive and learner-centered methodologies, such as lectures, workshops, practical exercises, and reaction and learning evaluations plan that will be employed during the training;
- b. Prepare course and presentation materials and/or other essential training materials. Advance copy of which should be provided to the FPMO- Corporate Planning and Management Division (CPMD);
- c. Facilitate the conduct of the training to at least thirty (30) in-person participants for at least three (3) five-hour sessions for three (3) days on the preferred dates of PCC;
- d. Conduct participant learning evaluation (e.g., pre- and post-competency assessment test);
- e. Incorporate creative and engaging activities, such as but not limited to group exercises and presentations, analysis of case studies, plenary discussions and feedback sessions, etc.;
- f. Provide reinforcement rewards to acknowledge high-performing participants during the training program;
- g. Provide the participants with digital copies of course and reading materials;
- h. Issue certificates to the PCC participants upon completion of the program; and
- i. Submit a Terminal Report on the course delivery and administration, individual pre- and post-competency assessments, course feedback from participants, analyses of issues, and recommendations.

V. DELIVERABLES AND TIMELINES

Below is the proposed schedule for each deliverable of the project:

Deliverables	Timelines
Course design setting out the course learning outcomes, delivery strategy and course schedule including various methodologies ¹	One (1) business day after the selected LSP's acceptance of the Job Order
Advance copy of presentation materials ²	Three (3) business days before 1 st session
Digital copy of final presentation and reading materials	Last Session
Certification from the LSP that the complete set of certificates were provided to qualified participants	Three (3) business days after the last session
Signed Terminal Report on the course delivery and administration, individual pre- and post-competency assessments, course feedback from participants, and list of identified issues and recommendations.	Seven (7) business days after the last session

VI. MINIMUM QUALIFICATIONS AND REQUIREMENTS

The PCC intends to engage a LSP in the Philippines with the required personnel and experience to implement this project.

For eligibility purposes, prospective bidder/s must be any of the persons/entities outlined in Sec. 24.3.1 of the Revised IRR of R.A No. 9184 or the Government Procurement Reform Act. They must also submit the legal, technical, and financial documents under Sec. 24 of the same Act.

- a. Duly licensed Filipino citizens/sole proprietorships;
- b. Partnerships duly organized under the laws of the Philippines, 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, and of which at least 60% percent belongs to citizens 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 60%. For this

¹ The end-user may recommend reasonable changes to the course design.

² The end-user may recommend reasonable changes to the presentation materials.

- purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their joint venture agreement;
- f. Engaged in consulting and training services in project management for at least five (5) years with focus on/specialization in project management for the public/government sector;
 - g. Has previous or on-going engagement/s with at least five (5) institutions in a similar or related program, at least three (3) of which was an engagement with public/government sector; and
 - h. Designated resource person and facilitator should be a graduate of a four-year degree course and with at least five (5) years of work experience in delivering programs of similar nature to public/public sector organizations.

Qualifications will be evaluated based on the original signed extensive curriculum vitae submitted by the bidder. Also, for partnerships and corporations, bids will be evaluated based on the submitted: (a) DTI or SEC registration indicating the year of registration and/or other relevant documents; (b) list of completed and ongoing contracts; (c) copies of Certificates of Satisfactory Service Rendered / Certificates of Completion; and (d) original signed extensive curriculum vitae of the lead lecturer/facilitator/LSP to conduct the training program.

VII. SELECTION CRITERIA

The PCC shall select the most qualified LSP using the Quality-Cost Based Evaluation (QCBE) pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The 80:20 quality to cost ratio shall be used as follows:

Evaluation Criteria	Weight
Technical Proposal: <ul style="list-style-type: none"> • Applicable Experience (30%) – overall experiences of the firm or consultant; previous engagement in similar projects; and overall commitment in current or impending projects. • Quality of project personnel (20%) - General qualifications and competence based on education and training. • Plan of approach and methodology (30%) - clarity, feasibility, and comprehensiveness of workplan and approach and methodology reflected in the proposal. 	80%
Financial Proposal	20%
Total	100%

Note: The *hurdle score* for this project to pass is the evaluation of **90 percent**.

To ensure that the abovementioned qualifications are met, prospective bidders are requested to submit the documentary requirements listed in **Annex A**.

VIII. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PROCUREMENT

The Approved Budget for the Contract (ABC) for this project is **Three Hundred Thousand Pesos (300,000.00)** inclusive of all applicable government taxes, service charges, and shall include all remunerations, costs or profits arising from or in relation to the services rendered in connection with and/or preparation for this engagement.

IX. MODE OF PROCUREMENT

The procurement of the Consulting Services shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to RA No. 9184 and its revised IRR.

X. PAYMENT SCHEME

Full payment of the contract shall be paid within fifteen (15) working days after the issuance of the following:

1. Billing statement by the LSP; and
2. Certificate of Satisfactory Service issued by PCC

XI. LIQUIDATED DAMAGES

If the contractor fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XII. RESERVED RIGHTS ON THE USE OF THE OUTPUTS/DELIVERABLES

All concepts and original materials formulated and designed in conjunction with this project shall be owned by the PCC with full and exclusive rights on future use thereof both in the Philippines and internationally.

XIII. INFORMATION SECURITY AND NON-DISCLOSURE AGREEMENT

To ensure protection of PCC information assets, bidders are expected to observe and abide by the established PCC Information Security Management System and shall agree to sign a non-disclosure agreement.

All data, documents, records, configuration files and metadata (collectively "Information") to be provided to the bidders for purposes of delivering the Services are considered confidential information and shall remain the sole property of PCC. The LSP shall acknowledge the importance of maintaining security and confidentiality of the Information and agree to prevent unauthorized transfer, disclosure, or use of these Information by any third person or entity. Bidders shall not use the Information for any purpose other than in connection with the Services. Bidders shall ensure that it will not retain, after completion of the Services with which the Information was provided, all or any portion of the Information, in any manner whatsoever. The LSP shall be required to sign Confidentiality/Non-Disclosure Agreement upon Notice of Award.


XIV. DISPUTE AGREEMENT/RESOLUTION

Should any dispute related to the Contract and/or rights of the Philippine Competition Commission and the selected Learning Service Provider as parties of this Contract arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application.


The venue of the proceedings shall be in Quezon City. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:


Christian O. Vicedo
Planning Officer III, FPMO-CPMD

Reviewed by:


Joseph D. Bernat
Planning Officer V, FPMO-CPMD

Approved by:


Atty. Joseph Merwin B. Basas
Director IV, FPMO

CONFORME	
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Name and signature of authorized representative	
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Designation	
<hr/>	
Name of Company	
<hr/>	
Date: _____	

Annex A

Bidders are requested to submit the following documents:

For individuals

- a) Cover Letter
- b) Curriculum Vitaé
- c) Copy of Diploma/Certificate of Graduation
- d) Certificate of Trainings/Seminar Programs attended within the last 3 years
- e) List of client references with contact details
- f) List of all ongoing and completed government and private contracts, including contract/s awarded but not yet started, if any, which is/are similar to the project to be bid
- g) Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- h) Comments and suggestions of offeror on the TOR
- i) Description of the approach and methodology (training design and content), and work plan for performing the project

For firms

- a) Cover Letter
- b) Company Profile
- c) List of client references with contact details
- d) List of all ongoing and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid
- e) Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- f) Comments and suggestions of offeror on the TOR
- g) Description of the approach and methodology (training design and content), and work plan for performing the project
- h) Project Team composition and taskings
- i) Curriculum Vitae of Project Team members
- j) Certificate of Trainings/Seminar Programs Attended by the Lead Consultant/Project Lead within the last 3 years

Financial Proposal

- a) Financial Proposal with cost breakdown

Detailed Rating Matrix

RE: "Procurement of a Learning Service Provider for the Conduct of the Project Management Training"

Criteria	Parameters	Rating System		Weight	
Technical Proposal (80%)					
Applicable Experience (30%)	Years of experience in providing consultancy and training services in Project Management with focus on/specialization in project management for the public/government sector	100	More than 10 years	10%	
		75	Five (5) to 10 years		
		50	Less than 5 years		
	Number of public or private institutions engaged in similar or related projects, at least three (3) of which was an engagement with public/government sector	100	More than 10 institutions	10%	
		75	Five (5) to 10 institutions		
		50	Less than five (5) institutions		
	Number of current or impending projects* with other institutions *Projects with timelines coinciding with the duration of the contract	100	No current or impending projects	10%	
		75	One (1) to 2 current or impending projects		
		50	Three (3) to 4 current or impending projects		
		25	More than 4 current or impending projects		
	Quality of Personnel (20%)	Professional work experience in government* of the Lead Consultant (in number of years) Note: Plantilla, Contract of Service/Job Order or Highly Technical Consultant	100	5 and above years of experience	5%
			75	3 to 5 years of experience	
50			More than 1 year to 3 years of experience		
25			1 year of experience		
0			No applicable government experience		
Educational attainment of the consultant (of lead consultant in case of firms)* *Project Management, Public Management, Public Administration, Business Management, and other related fields		Team Lead		5%	
		100	Holder of PhD or equivalent degree		
		75	With Units Earned in PhD or doctoral degree		
		50	Holder of MS/MA or equivalent degree		
		25	Non-holder of MS/MA or equivalent degree		
		Team Members		3% ¹	
	100	Holder of MS/MA or equivalent degree			
50	Holder of BS/BA or equivalent degree				

¹ In the case of firms, the total score for team members (with a weight allocation of 4%) will be the average of the individual scores of all team members to be involved in the project as identified by the team leader. In the case of an individual bidder/prospective consultant, the weight allocation for team members shall be transferred to the team leader for a total of 10%.

		0	Non-holder of BS/BA or equivalent degree	
	Number of training hours in the following project management process groups: <ul style="list-style-type: none"> • Project Initiation; • Planning; • Execution/Implementation; • Monitoring and Controlling; and • Closing 	Team Leader		4%
		100	More than 40 hours	
		75	32 to 40 hours	
		50	More than 24 hours but less than 32 hours	
		25	24 hours or less	
		Team Members		3% ²
		100	More than 32 hours	
		75	24 to 32 hours	
		50	More than 8 hours but less than 24 hours	
			25	8 hours or less
Plan of approach and methodology (30%)	Work Plan	100	Very Satisfactory: All of the activities and deliverables identified in the TOR were included in the proposed activity plan and were explained with high clarity. All of the proposed activities are feasible given the proposed timeline. No inconsistencies between the proposed activities and deliverables and the proposed approach and methodology were observed and the workplan demonstrated efficiency.	15%
		75	Satisfactory: All of the activities and deliverables identified in the TOR were included in the proposed activity plan and were explained with moderate clarity. All of the proposed activities are feasible given the proposed timeline. No inconsistencies between the proposed activities and deliverables and the proposed approach and methodology were observed but the work plan can still be improved for efficiency.	
		50	Unsatisfactory: Some of the activities and deliverables identified in the TOR were not included in the proposed	

² In the case of firms, the total score for team members (with a weight allocation of 4%) will be the average of the individual scores of all team members to be involved in the project as identified by the team leader. In the case of an individual bidder/prospective consultant, the weight allocation for team members shall be transferred to the team leader for a total of 10%.

			<p>activity plan and those included were explained with low clarity. Some of the proposed activities are not feasible given the proposed timeline. Some inconsistencies between the proposed activities and deliverables and the proposed approach and methodology were also observed.</p>	
		0	<p>Poor: Majority of the activities and deliverables identified in the TOR were not included in the proposed activity plan and those included were not explained. Majority of the proposed activities are not feasible given the proposed timeline. Major inconsistencies between the proposed activities and deliverables and the proposed approach and methodology were also observed.</p>	
	Approach and Methodology	100	<p>Very Satisfactory: The proposed approach and methodology facilitate a very effective training in terms of addressing competency requirements, applying appropriate training methods, providing adequate instructional materials, and using appropriate assessment instruments. The approach and methodology effectively promote deep understanding and retention of knowledge of the key concepts, approaches, techniques, and useful tools related to the project management processes and knowledge areas identified in the TOR.</p> <p>The proposed approach and methodology facilitate a highly conducive learning environment in terms of following a competency-based training approach with appropriate feedback mechanisms for the identification of project</p>	15%

			problems, risks, and suggesting solutions.
		75	<p>Satisfactory: The proposed approach and methodology facilitate an effective training in terms of addressing competency requirements, applying appropriate training methods, providing adequate instructional materials, and using appropriate assessment instruments. The approach and methodology effectively promote deep understanding and retention of knowledge of key concepts, approaches, techniques, and useful tools related to the project management processes and knowledge areas identified in the TOR.</p> <p>The proposed approach and methodology facilitate a moderately conducive learning environment in terms of following a competency-based training approach with appropriate feedback mechanisms for the identification of project problems, risks, and suggesting solutions.</p>
		50	<p>Unsatisfactory: The proposed approach and methodology provide an ineffective training in terms of addressing competency requirements, applying appropriate training methods, providing adequate instructional materials, and using appropriate assessment instruments. The approach and methodology do not effectively promote deep understanding and retention of knowledge key concepts, approaches, techniques, and useful tools related to the project management processes and knowledge areas identified in the TOR.</p> <p>The proposed approach and methodology do not facilitate a</p>

			<p>conducive learning environment in terms of following a competency-based training approach with appropriate feedback mechanisms for the identification of project problems, risks, and suggesting solutions.</p>	
		0	<p>Poor: The proposed approach and methodology provide a very ineffective training in terms of addressing competency requirements, applying appropriate training methods, providing adequate instructional materials, and using appropriate assessment instruments. The approach and methodology do not effectively promote deep understanding and retention of knowledge key concepts, approaches, techniques, and useful tools related to the project management processes and knowledge areas identified in the TOR.</p> <p>The proposed approach and methodology provide a non-conducive learning environment in terms of following a competency-based training approach with appropriate feedback mechanisms for the identification of project problems, risks, and suggesting solutions.</p>	

Financial Proposal (20%)

Financial Proposal (20%)	Overall cost to implement the project	<p>Computed using the following formula: $(LAP / AOP) \times \% \text{ Allocation}$</p> <p>Wherein: AOP = amount of offer in the financial proposal LAP = lowest amount offered among offerors % Allocation = percentage assigned to the financial proposal</p>	20%
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Note: The hurdle score for this project to pass is the evaluation of **90 percent**.