

REQUEST FOR PROPOSAL

"Provision of Learning Service Provider for Capacity Building on Process Improvement and Digitalization"

P.R. No./Date Received: **2020-11-0132 / 5 November 2020**

RFQ/P No. / Date: **2020-12-0138 / 3 December 2020**

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 **Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

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

- **Valid Mayor's Permit / Certificate of BIR Registration for individual**
- **PhilGEPS Registration Number (printed proof of registration)**
- **Notarized Omnibus Sworn Statement**
- **Curriculum Vitae/Professional License for Consulting Services**
- **Documents stated under Annex A of the Terms of Reference**

This pro-forma quotation maybe 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 amfrancisco@phcc.gov.ph on or before **9 December 2020, 5:00PM** 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. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
6. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
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, if applicable.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Request for Quotation and/or Terms of Reference.
10. Payment Terms: Send Bill Arrangement (15-30 days upon delivery completion).

Very truly yours,


JESON Q. DELA TORRE
Head, PBAC Secretariat

Item No.	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1		P 96,045.60	Provision of a Learning Service Provider for Capacity Building on Process Improvement and Digitalization (Online Course)			
			-----Nothing Follows-----			
Total Lot ABC		P 96,045.60		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

Learning Service Provider for Capacity Building on Process Improvement and Digitalization

I. Background

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

The COVID-19 pandemic has hugely affected how organizations perform their work. It continuously disrupts the traditional and normal working operations. Organizations have shifted towards remote working and virtual collaboration. Work systems and approaches have been restructured and modernized to meet the demands of the current situation.

However, these inevitable changes have not been easily adapted. Like any other organizations, the PCC has also become vulnerable to the pandemic's drastic impact in terms of efficiency and effectiveness. For the agency to perform efficiently and effectively during this challenging time, it recognizes the need to reshape its workflows and practices through application of process improvement and technology tools.

II. Objective

The capacity building activity aims to introduce the application of process improvement and technology tools for the digital transformation of internal processes and workflows in response to the impact of the pandemic in the organization's operational efficiency. It shall help PCC leaders, managers and employees involved in the development and implementation of plans/programs/initiatives in jumpstarting and managing the organization's process improvement and digitalization journey.

Through this program, the participants are expected to have a thorough understanding and appreciation of the following:

- a. Organization's current workflows and processes;
- b. Steps to process improvement and digitalization; and
- c. Process improvement and technology tools and techniques

III. Scope of Works

The Learning Service Provider (LSP) will be engaged for a duration of one month for the delivery of the capacity building program, and is expected to do the following items:



- a. Develop a course design setting out the course learning outcomes, online delivery strategy and course schedule;
- b. Prepare online system to be used - preferably Microsoft Teams;
- c. Coordinate with the Project Manager designated by PCC on the following requirements:
 - a) Online platform requirements and orientation
 - b) Registration
 - c) House rules
- d. Conduct pre- and post-program competency assessment of participants against the learning objectives of the program;
- e. Conduct five batches of 2.5-hour synchronous sessions with 15-20 participants each and spread over 2 weeks;
- f. Incorporate creative and engaging activities such as, but not limited to, case studies, small group and plenary discussions, polls or short quizzes, action planning, etc.
- g. Provide digital copies of training and reading materials;
- h. Administer post-program evaluation survey to participants;
- i. Issue digital certificates to the participants upon completion of the program; and
- j. 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.

IV. Deliverables and Timelines

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

Deliverables	Timeline
(1) Original signed course design setting out the course learning outcomes, delivery strategy and course schedule including various methodologies (2) Advance copy of presentation materials	Three business days after the Notice of Award
Advance copies of the survey forms for: (1) pre- and post-competency assessment of participants; and (2) program evaluation for each batch	Seven business days before Batch 1 of Program
Digital copy of final presentation and reading materials	One business day after Batch 1 of Program
Certification from the service provider that the complete set of certificates are provided to qualified participants	Seven business days after Batch 5 of Program
Original signed Terminal Report on the course delivery and administration, individual pre and post competency assessments, course feedback from participants, analyses of issues, and recommendations.	Seven business days after conduct of the Program

The PCC Project Manager signs off on the completion of each deliverable.

V. Minimum Qualifications and Requirements

- 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 sixty percent (60%) 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 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;
- f. Engaged in consulting and training services in process improvement and/or digitalization for at least five (5) years;
- g. Has previous or on-going engagement/s with at least five (5) institutions in a similar or related program, at least two (2) of which were engagements with public/government sector;
- h. Designated resource person and facilitator should be a graduate of a four-year degree course, and with at least three (3) years of work experience in delivering programs of similar nature to public and/or private sector organizations.

Qualifications of the bidder 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 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; and (d) original signed extensive curriculum vitae of the lead lecturer / facilitator / learning service provider to conduct the training program.

VI. Selection Criteria

The PCC shall select the most qualified service provider using the quality-cost based evaluation pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The 75% - 25% quality to cost ratio shall be used for this purpose allocated as follows:

Evaluation Criteria	Weight
Technical Proposal <ul style="list-style-type: none"> ▪ <i>Applicable Experience</i> (20%) ▪ <i>Quality of project personnel</i>, i.e., suitability of key staff to perform the project's scope of work, general qualifications and competence including education and professional experience of key staff (20%) ▪ <i>Plan of approach and methodology</i>, i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal (60%) 	75%
Financial Proposal	25%
Total	100%

The hurdle score for this project to pass in the evaluation is 80 percent.

VII. Approved Budget for the Contract and Mode of Procurement

The Approved Budget for the Contract (ABC) for this engagement is **Ninety-Six Thousand Forty-five Pesos and Sixty Centavos (Php 96,045.60)**, inclusive of all applicable government taxes and service charges.

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

VIII. Mode of Payment

Payment shall be endorsed to the OIC-Director of Administrative Office; and the payment shall be released within fifteen (15) days upon receipt of the billing statement supported by a Certificate of Satisfactory Service Rendered, and the PCC's acceptance of the deliverables listed above.

IX. Confidentiality of Data and Information

The Consultant that will be engaged by the PCC shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment. All the materials, data and information used and generated through this project will be the sole property of PCC. The consultant shall neither use nor disseminate these documents for their own research purposes without the written consent of the PCC.

X. Liquidated Damages

If the LSP 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. Pursuant to Section 68 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, 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.

XI. Dispute Resolution

Should any dispute related to the Contract and/or rights of the parties 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; and

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

Reviewed by:



GRETCHEN HAZEL D. QUINDOZA
PCC HRMO II, HCMD



ANTONIA LYNNELY L. BAUTISTA
PCC CAO, HCMD

Approved by:



JESONO DE LA TORRE
Officer In Charge, Administrative Office

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date

Bidders are requested to submit the following documents:

For individual

- a. Cover Letter
- b. Curriculum Vitae
- 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 on-going 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 methodology and work plan for performing the project

For firm

- a. Cover Letter
- b. Company Profile
- c. List of client references with contact details
- d. List of all on-going 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 methodology 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

Financial Proposal with cost breakdown

RATING SHEET

RE: **“Provision of Learning Service Provider for the Conduct of Process Improvement and Digitalization to Philippine Competition Commission”**

EVALUATION CRITERIA	CRITERIA	WEIGHT (%)	RATING	FACTOR VALUE
Applicable Experience (20%)	Years of experience in providing consultancy and training services in Process Improvement and/or Digitalization	40%		
	Number of institutions engaged with in similar or related program/s	30%		
	Number of public/government institutions engaged as clients of similar programs	30%		
	100%			
Quality of Personnel (20%)	Educational attainment of the consultant (of lead consultant, if firm)	40%		
	Years of work experience of consultant (of lead consultant, if firm) in delivering programs related to process improvement, digital transformation, etc., and of similar nature to public and/or private sector organizations	60%		
	100%			
Plan of approach and methodology (60%)	Work Plan	50%		
	Approach and methodology (Training Design and Content)	50%		
	100%			
Applicable Experience		<i>x (0.20)</i>		
Quality of Personnel		<i>x (0.20)</i>		
Plan of approach and methodology		<i>x (0.60)</i>		
Technical Proposal (Total)		<i>x (0.75)</i>		
Financial Proposal		<i>x (0.25)</i>		
TOTAL				