




REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Competency-Based Assessment Centers**.
2. The Approved Budget for the Contract (ABC) is **PhP779,240.00**.
3. Interested consultants must submit the following documents using PIDS the prescribed forms:
 - a) Curriculum Vitae of the proposed Consultant(s)¹
 - b) Technical Proposal Form¹
 - c) Financial Proposal Form¹
 - d) Filled out Data Privacy Notice and Personal Data Protection Form¹
 - e) Statement of Completed contracts²
 - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts²
 - g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)¹
 - h) Income/Business Tax Returns (for ABC above PhP500,000.00)¹
 - i) PhilGEPS Registration Number (certificate or screenshot)¹
 - j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration³ (Individual).
4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at procurement@pids.gov.ph.
5. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.
6. The deadline for submission of proposals is on **19 November 2024 (5:00 PM)** addressed to:

The BAC Chairperson for Consultancy
Services c/o The BAC Secretariat
Procurement Management Division
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

Proposals may also be submitted through email at procurement@pids.gov.ph.

7. PIDS reserves the right to reject any or all of the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that restricts, suppresses, or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received and select the proposal it determines most advantageous to PIDS.


DR. AUBREY D. TABUGA
Chairperson
PIDS-BAC for Consultancy Services

Reference No.:2025-001

¹Applicable for individual consultants and firms

²Applicable for firms only

³Individual consultants must issue Official Receipt (OR) during payment.



PROPOSED TERMS OF REFERENCE FOR COMPETENCY-BASED ASSESSMENT CENTERS

A. Background

The human resource unit of the Institute under the Administrative and Finance Department, tasked to lead personnel management which includes recruitment, selection and placement, is in need of a Competency-Based Assessment Center which shall assess (whether electronic or written) the degree to which the potential candidate/s possess the following competencies required for a specific position:

a. Core Competencies

1. Deliverability/Results-Oriented
2. Professionalism
3. Adaptability
4. Communication Skills

b. Leadership and Management Competencies

1. Building collaborative and inclusive working relationships
2. Managing performance and coaching for results
3. Leading change
4. Thinking strategically and creatively
5. Creating and Nurturing a High Performing Organization

c. Functional Competencies

(may vary on the position level of the candidate [may it be technical, professional or administrative in nature])

B. Other Tasks of the Assessment Center

1. Conduct an interview, if necessary, to further evaluate the competencies of a potential candidate;
2. Submit a report indicating the result of the competency-based assessment of potential candidate/s within seven (7) days from the date the assessment was conducted. It shall indicate the descriptive rating and remarks, if any. It shall also be signed and noted by the head of the office that conducted the assessment;
3. The test materials with answers from the candidates shall be made available to the Institute upon its request;
4. Forward the Statement of Account/billing to the Institute a day after the assessment was done so that the payment will be facilitated;
5. Discuss with candidate the result of his/her assessment.

C. Qualifications

The Assessment Center must have the following qualifications:

1. Duly accredited by the Securities and Exchange Commission and Bureau of Internal Revenue;
2. Minimum of five (5) years of establishment with proven expertise in assessing competency areas required for the position; and
3. Submission of the required documents in relation to RA 9184 (Procurement Law).

D. Duration

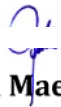
The contract shall be valid until December 31, 2025 and shall be renewable subject to the approval of the PIDS Management.

E. Approved Budget for the Contract (ABC)


The maximum ABC is **PhP779,240.00** for the total number of positions per level and expected number of examinations:

Position Level	Maximum Price per Position	Expected No. of Examinations	Total Budget
First Level Positions	PhP9,016.00	5	PhP45,080.00
Second Level Positions	PhP15,456.00	25	PhP386,400.00
Second Level Supervisory	PhP21,896.00	10	PhP218,960.00
Executive/Managerial	PhP25,760.00	5	PhP128,800.00
Grand Total			PhP779,240.00

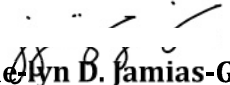
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