



**BIDDING DOCUMENTS**

**FOR THE**

**CONSULTANCY SERVICES FOR**

**PROGRAM TO INSTITUTIONALIZE**

**MERITOCRACY AND EXCELLENCE**

**IN HUMAN RESOURCE**

**MANAGEMENT (PRIME HRM)**

**Re-bidding**

**(Part 1)**

**PROJECT ID No.: SEC PB NO. 2022-11**

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## REQUEST FOR EXPRESSION OF INTEREST

### CONSULTANCY SERVICES FOR PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME HRM) (SEC PB No. 2022-011) Re-bidding

1. The Securities and Exchange Commission (SEC), through the authorized appropriations under the **FY 2022 Budget of SEC**, intends to apply the sum of Thirteen Million One Hundred Thousand Pesos (**Php13,100,000.00**) being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, **“Consultancy Services for Program to Institutionalize Meritocracy and Excellence in Human Resource Management – PRIME HRM (Project ID No. SEC PB No. 2022-11)”**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. SEC now calls for the submission of eligibility documents for the abovementioned Project, which main objective is to provide technical assistance to SEC on defining the current organizational capacities and competencies as well as facilitate interventions to bridge the gap between the current performance and the envisioned goals of strategic HRM by 2025.

Detailed schedule of requirements is indicated in the Terms of Reference (TOR) of the Project.

3. SEC will hold a meeting on the eligibility documents with the prospective bidders/interested consultants (i.e., Consulting Firm/Group) on **April 22, 2022 at 10:00 A.M.**

To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via video conferencing until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.

The prospective bidders are advised to first log in the BAC virtual (Zoom) waiting room and wait for further advice to join the BAC meeting room, the link of which shall be provided to the prospective bidders before the start of the meeting.

4. Bids must be duly received by the SEC BAC Secretariat through manual submission at the office address indicated below **on or before May 6, 2022, 10:00 A.M.** Late bids shall not be accepted.

Bid opening shall be on **May 6, 2022, 10:00 A.M.** at the given address below and via video conferencing. Bids will be opened in the presence of the bidders’

representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the Executive Lounge, 3/F Secretariat Bldg., PICC Complex, Roxas Boulevard, Pasay City shall likewise join the meeting via videoconferencing.

Bidders are advised to first log in the BAC virtual (Zoom) waiting room and wait for further advice to join the BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening.

5. Interested bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 4:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested bidders on **April 14, 2022** from the address below.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the SEC website.

7. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
8. The BAC shall draw up the short list of consultants from those who have submitted Expressions of Interest and have been determined as eligible in accordance with the provisions of RA No. 9184, otherwise known as the "Government Procurement Reform Act," and its 2016 Revised IRR. The short list shall consist a maximum of five (5) prospective bidders who will be entitled to submit bids. The BAC shall consider the short list should less than five (5) prospective bidders apply for eligibility and short listing, and actually pass the eligibility check or pass the minimum score required.
9. In accordance with Section 24 of RA No. 9184 and its 2016 Revised IRR, the criteria and rating system for short listing are:
  - i. Applicable experience of the firm (40%)
  - ii. Qualification of principal and key staff of the Firm who may be assigned to the job vis-à-vis extent and complexity of the undertaking (40%)
  - iii. Current workload (20%)
10. SEC shall evaluate bids using the Quality-Cost Based Evaluation (QCBE). The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
11. SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to awarding of the contract in accordance with Sections 35.6 and 41 of RA No. 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.

Moreover, in accordance with Section 24.7 of the 2016 Revised IRR of RA No. 9184, notwithstanding the eligibility of a consultant and/or inclusion in the shortlist of consultants, SEC reserves the right to review the consultant's qualifications at any stage of the procurement process if it has reasonable grounds to believe that a

misrepresentation has been made, or that there has been a change in the consultant's capability to undertake the project from the time of submission of the eligibility requirements.

12. For further information, please refer to:

SEC BAC Secretariat  
Procurement Division, Human Resource and Administrative Department  
Securities and Exchange Commission  
3<sup>rd</sup> Floor Secretariat Building, PICC Complex  
Roxas Boulevard, Pasay City  
Telefax No. 8818-5330  
Email address: [bacsecretariat@sec.gov.ph](mailto:bacsecretariat@sec.gov.ph)

13. You may visit the following website to download the Bidding Documents:

<https://www.sec.gov.ph>

<https://www.philgeps.gov.ph>

*April 13, 2022*



**ARMANDO A. PAN JR.**  
*Chairman, SEC-BAC*

## **SECTION II. ELIGIBILITY DOCUMENTS**

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**CHECKLIST OF ELIGIBILITY REQUIREMENTS**

(For Guidance Only)

I. Class “A” Documents –

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **Or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, **and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **and**

Technical Documents

- (e) Eligibility Documents Submission Form accompanied by a duly notarized company’s Secretary’s Certificate or Special Power of Attorney, as applicable (Use Annex B) -; **and**
- (f) Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex C); **and**
- (g) Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts); **and**
- (h) List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex D); **and**
- (i) Statement of the Consultant’s Nationality (Use Annex E); **and**
- (j) Curriculum Vitae for the Proposed Professional Staff (Use Annex F); **and**
- (k) Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:
  - 1. Certificate of Employment and similar documents (e.g. certificate of engagement)
  - 2. Training programs attended
  - 3. Diploma
  - 4. Professional Certifications and/or Licenses

Financial Documents

- (l) The Consultant's audited financial statements (AFS), showing among others, the Consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission

II. Class "B" Document –

Legal Documents

- (m) Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

**\* In case a discrepancy exists between the requirements stated in the Checklist and the requirements specified in the Bidding Documents, the latter shall prevail.**



## **Eligibility Documents**

### **1. Eligibility Criteria**

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and 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; 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.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

### **2. Eligibility Requirements**

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA No. 9184, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the 2016 Revised IRR of RA No. 9184, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the 2016 Revised IRR of RA No. 9184;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
- (ii.1) the name and location of the contract;
  - (ii.2) date of award of the contract;
  - (ii.3) type and brief description of consulting services;
  - (ii.4) consultant’s role (whether main consultant, subconsultant, or partner in a JV)
  - (ii.5) amount of contract;
  - (ii.6) contract duration; and
  - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class “B” Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the 2016 Revised IRR of RA No. 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

### **3. Format and Signing of Eligibility Documents**

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the prospective bidder in capital letters;
  - (c) be addressed to the Procuring Entity's BAC specified in the **EDS**;

- (d) bear the specific identification of this Project indicated in the **EDS**; and
- (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

## **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

## **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 (sic) shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder’s name, its representative and the time the eligibility documents were submitted late.

## **7. Modification and Withdrawal of Eligibility Documents**

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as “ELIGIBILITY MODIFICATION” and stamped “received” by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

## **8. Opening and Preliminary Examination of Eligibility Documents**

8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders’ representatives who choose to attend, at the

time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
  - (a) the name of the prospective bidder;
  - (b) whether there is a modification or substitution; and
  - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC Chairperson or his duly designated authority shall countersign the markings.

## **9. Short Listing of Consultants**

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

**10. Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the 2016 Revised IRR of RA No. 9184.

### Section III. Eligibility Data Sheet

Eligibility Documents	
1.2	<i>No further instructions.</i>
1.3	<i>No further instructions.</i>
2.1(a)(i)	<p>*In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of RA No. 9184.</p> <p>** In case the valid Mayor’s Permit is not available during bid submission, it shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.</p>
2.1(a)(ii)	<p><b>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to May 6, 2022 (see Annex D for format).</b></p> <p><b>Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex C for format).</b></p>
2.1(a)(ii.7)	The Service Provider/Consultancy Firm must show certification or any equivalent document from each of its clients, as stated in the Statement of ALL Completed Contracts form, that it is in good standing and has implemented similar projects (Clause 9.1)to its client’s expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.
2.1(a)(iii)	<p>Notarization of the required documents shall comply with the 2004 Rules on Notarial Practice which limits competent evidence of identity to the following:</p> <p style="padding-left: 40px;">(i) identification documents issued by an official agency bearing the photograph and signature of the individual (i.e., passport, driver’s license, SSS ID, GSIS e-card, etc.); and</p>

	<p>(ii) the oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification.</p> <p>In the interest of safeguarding the public’s health in view of the COVID-19 pandemic, notarization of the required documents is allowed through videoconferencing in cases where the notary public holds office in an area under community quarantine in accordance with the Supreme Court issuance on interim rules on notarization of documents, SC A.M. No. 20-07-04-SC (2020 Interim Rules on Remote Notarization of Paper Documents).</p>
4.1	Each prospective bidder shall submit one (1) original copy and two (2) duplicate copies of its eligibility documents.
4.3(c)	<p>SEC-BAC Secretariat  Securities and Exchange Commission  3rd Floor, Secretariat Bldg., PICC Complex, Roxas Blvd., Pasay City  Telefax No. 8818-5330  Email address: <a href="mailto:bacsecretariat@sec.gov.ph">bacsecretariat@sec.gov.ph</a></p>
4.3(d)	The name of the Project is “Consultancy Services for Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)”
5	The address for submission of eligibility documents is Procurement Division, Human Resource and Administrative Department, 3/F Secretariat Bldg., PICC Complex, Roxas Blvd., Pasay City
8.1	<p>The date and time of opening of eligibility documents is on <b>May 6, 2022, 10:00 A.M.</b>, at the given address below and via video conferencing. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the Executive Lounge, 3/F Secretariat Bldg., PICC Complex, Roxas Blvd., Pasay City shall likewise join the meeting via videoconferencing.</p> <p>Bidders are advised to first log in the BAC virtual (Zoom) waiting room and wait for further advice to join the BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening.</p>
9.1	Similar contracts shall refer to consultancy services for the program to institutionalize meritocracy and excellence in human resource management (PRIME-HRM) or any of its component/s or any synonymous project/s as described in the Terms of Reference (Annex A), including but not limited to assessment and assistance of the processes of HRM Systems, Practices, and Competencies using HRM maturity level indicators.



9.2

The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below, and identify the top five (5) eligible consultants as shortlisted consultants. Should less than the required number of consultants apply for eligibility and short listing, pass the eligibility check, **and/or** pass the minimum score required in the short listing, the BAC shall consider the same.

Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

- (i) Applicable experience of the firm (40%);
- (ii) Qualification of principal and key staff of the Firm who may be assigned to the job vis-à-vis extent and complexity of the undertaking (40%); and
- (iii) Current workload (20%).

To qualify for shortlisting, the prospective bidder should achieve an overall minimum score of 70 points.

No.	Evaluation Criteria	Maximum Score
<b>1</b>	<b>Applicable Experience of the Firm</b>	<b>40</b>
	With proven track record in conducting organizational assessment with clients from private and government sectors <ul style="list-style-type: none"> <li>• More than 15 years (40 points)</li> <li>• More than 10 years to 15 years (30 points)</li> <li>• More than 7 years to 10 years (20 points)</li> <li>• 5 years to 7 years (15 points)</li> </ul>	
<b>2</b>	<b>Qualifications of Key Personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking</b>	<b>40</b>
	<b>2.1 Team Leader</b>	
	2.1.1 Professional Experience <ul style="list-style-type: none"> <li>• More than 15 years of conducting organizational assessment as a team leader (10 points)</li> <li>• 10 to 15 years of conducting organizational assessment as a team leader (7 points)</li> <li>• Less than 10 years of conducting organizational assessment as a team leader (5 points)</li> </ul>	
	2.1.2 Education Qualification <ul style="list-style-type: none"> <li>• Post-graduate degree (5 points)</li> <li>• Master's degree (3 points)</li> </ul>	
	2.1.3 Prior engagements in conducting organizational assessment <ul style="list-style-type: none"> <li>• 3 to 4 active and completed relevant projects</li> </ul>	

	(10 points) <ul style="list-style-type: none"> <li>• 1 to 2 activate and completed relevant projects (5 points)</li> </ul>	
	<b>2.2 Team Members</b>	
	2.2.1 Professional Experience <ul style="list-style-type: none"> <li>• More than 10 years of conducting organizational assessment (6 points)</li> <li>• 5 to 10 years of conducting organizational assessment (4 points)</li> <li>• Less than 5 years of conducting organizational assessment (2 points)</li> </ul>	
	2.2.2 Trainings Attended/Conducted Relevant to Organizational Assessment and PRIME HRM <sup>1</sup> <ul style="list-style-type: none"> <li>• More than 80 hours of relevant training (2 points)</li> <li>• 40 to 80 hours of relevant training (1 point)</li> <li>• Less than 40 hours of relevant training (0 point)</li> </ul>	
	2.2.3 Educational Qualification <ul style="list-style-type: none"> <li>• Post-Graduate Degree (2 points)</li> <li>• Master's Degree (1 point)</li> <li>• Bachelor's Degree (0 point)</li> </ul>	
	2.2.4 Prior engagements in conducting organizational assessment <ul style="list-style-type: none"> <li>• 3 to 4 active and completed relevant projects (5 points)</li> <li>• 1 to 2 active and completed relevant projects (3 points)</li> </ul>	
<b>3</b>	<b>Current Workload</b>	<b>20</b>
	3.1 Positive Feedback <ul style="list-style-type: none"> <li>• Work Acceptance Report/Certification by previous client or any equivalent document (5 points)</li> </ul>	
	3.2 Overall Work Commitment <sup>2</sup> <ul style="list-style-type: none"> <li>• Higher than 1.5 ratio (number of consultants divide ongoing projects) (15 points)</li> <li>• Between 1.0 and 1.5 ratio (number of consultants divide ongoing projects) (10 points)</li> <li>• Between 0.5 and 1.0 ratio (number of consultants divide ongoing projects) (5 points)</li> <li>• Lower than 0.5 ratio (number of consultants divide ongoing projects) (3 points)</li> </ul>	

<sup>1</sup> For bids with more than four team members, the scores will be averaged.

<sup>2</sup> Consulting Firm/s with no ongoing projects will automatically get the maximum points.

## SECTION IV. BIDDING FORMS

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**TERMS OF REFERENCE**  
**Consultancy Services for Program to Institutionalize Meritocracy and Excellence**  
**in Human Resource Management (PRIME-HRM)**

**1. Background**

The Securities and Exchange Commission (SEC) has an expansive mandate over the corporate sector, the capital market, and the investing public. The vision of the SEC is to be the best corporate market regulator in the Southeast Asia anchored the overall SEC Vision 2025. For the Human Resource and Administrative Department (HRAD), two of the strategic objectives envisioned are 1) to attract and best and retain the best and the brightest professionals and 2) to develop and maintain a culture of excellence. These objectives fall under the umbrella of the Project Quest Strategic Initiative, which aims to institutionalize excellence in the agency's organizational performance and human resource management. To achieve this, the SEC seeks technical assistance on organizational development (OD) that will help in defining the current organizational capacities and competencies of the agency as well as facilitate interventions to bridge the gap between its current performance and its envisioned goals – a strategic HRM – by 2025.

This project is aligned with the Civil Service Commission (CSC) Memorandum Circular No. 24 series of 2016 establishing the enhanced maturity level of government agencies level indicators for the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME- HRM), which aims to assess the maturity level of the agency's competencies, systems, and practices in four HR systems: (1) recruitment, selection, and placement; (2) learning and development; (3) performance management; and (4) rewards and recognition.

Based on the assessment of the four (4) HR systems, the agency may be classified according to four (4) levels of maturity: Level 1 – Transactional HRM; Level 2 - Process-defined HRM; Level 3 – Integrated HRM; and Level 4 – Strategic HRM. The table below identifies the targets over the five (5) year duration, viz:

<b>Year</b>	<b>PRIME-HRM Level</b>
2022	Level 2 (Process-defined HRM) Accredited
2023	Compliance by developing systems, practices and competencies alignment with Level 3
2024	Level 3 (Integrated HRM) Accredited
2025	Compliance by developing systems, practices and competencies alignment with Level 4
2026	Level 4 (Strategic HRM) Accredited

In order to support the long-term goals of the agency, this project will constitute a series of human resource and organizational development interventions on organizational design, workforce planning, competency framework development, learning needs analysis, and the development of a comprehensive HRD Plan in preparation for an agency-wide reorganization.

## **2. Objectives**

The Consultancy Services for the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) aims to ensure that:

- 2.1. The conduct of an organizational diagnosis will serve as the basis for the preparation of the Human Resource and Organizational Development (HROD) initiatives specific to the needs of the agency;
- 2.2. The organizational diagnosis will assess the state of capacities, competencies and change readiness of the agency to execute its reform agenda;
- 2.3. The target participants will be engaged in a reflection-action process to diagnose, isolate and prioritize organizational components;
- 2.4. The organizational snapshot will assemble information that reflects the organization's environment, functions, structure and systems; and
- 2.5. The appropriate human resource and organizational development interventions will address the priority gaps, challenges and opportunities; these interventions will entail technology transfer to the HR process owners within SEC to ensure sustainability of the systems that were put in place.

## **3. Duration**

The engagement of the services of the Consultancy Firm, hereon referred to as the Consultant, shall be for a period of twelve (12) months from the date of the issuance of Notice to Proceed and renewable upon the recommendation of the end user and approval of the Commission en banc.

The twelve-month period shall exclude the period which a deliverable submitted by the Consultant is placed under consideration for review and/or approval of the Commission en banc.

## **4. Approved Budget for the Contract**

The maximum possible contract price for the services for the first twelve-month period is THIRTEEN MILLION ONE HUNDRED THOUSAND PESOS (P13,100,000.00). A bid in excess of this amount shall automatically be rejected at the opening of the financial proposal.

This amount shall be inclusive of twelve percent (12%) Value Added Tax (VAT) and other taxes imposed by the government. The amount shall be billed by the Consultant upon the submission of each deliverable according to the schedule specified under Item 6. Deliverables and Payment Schedule of this TOR.

Expenses and tools of the trade and other similar items necessary to enable Consultant to carry out its commitments in accordance with this Terms of Reference (TOR) shall be for the account of the Consultant.

## **5. Scope of Services and Deliverables**

The Consultant will conduct the organizational assessment that includes the following:

5.1. The Consultant shall design and provide professional services to develop and implement Organizational Development (OD) interventions aligned with the SEC's strategic vision taken into account:

- Agency's Organizational Culture;

This should include a review of the failures of previous organizational reforms, organization values and norms that have been developed over time, and ways of thinking and behaving;

- Agency's organizational capacitation thrust as identified during the 2022 Strategic Planning;
- Inclusion of the Head Office as well as its Extension Offices located in Bacolod City, Baguio City, Cagayan de Oro City, Cebu City, Davao City, Iloilo City, Legazpi City, Tarlac City and Zamboanga City in the coverage of the consultancy;
- Internal and external stakeholders' roles and needs; and
- Schedule and activities of the agency, top management, Technical Working Group (TWG) members and other consultants.

5.2. The Consultant shall design a program with corresponding strategies for the rollout and upgrading of HR/OD systems that will ensure transfer of technology and sustainability of initiatives;

5.3. The Consultant shall prepare, capacitate and implement a succession plan to ensure the TWG members will be ready to take over fully at the end of the engagement.

## **6. Deliverables and Payment Schedule**

The milestone deliverables shall be reviewed and accepted for the SEC by the Supervising Commissioner of the HRAD, upon the recommendation of the Director/Officer-in-Charge of the HRAD and the Assistant Director of LRID within two (2) weeks from the submission of deliverables and requirements.

The timeline, activities, and deliverables will need to be responsive to the evolving new normal in the wake of the COVID-19 pandemic and to the nature of the health and safety guidelines issued by the Inter-Agency Task Force on Emerging Infectious Diseases.

No.	Deliverable	Description	Due Date	% Share on the Contract Price
1	Mobilization Report	The Consultant will prepare and deliver to SEC a Mobilization Report, which shall contain the results of the initial review of the agency's institutional profile and HR systems and processes. It shall also contain the project objectives, scope, activities, outputs, and timeline.	Commencement Date	5%
2	Inception Report	The Consultant will prepare and deliver to SEC an Inception Report, which shall include the detailed work plan of activities, change management plan, and the initial results of OD Diagnostics Instruments or Organizational Assessment. It shall also include the results of the program launch and the discussions of the initial strategic planning session.  Other activities shall include: -Establishment of success indicators to determine the change interventions appropriate for each deliverable; and -Conduct of strategic planning session with the HRAD	30 Days after Commencement Date	10%
3	Organizational Assessment and PRIME-HRM Assessment Reports	The Consultant will prepare and deliver to SEC an Organizational Assessment Report, which shall include the diagnosis and analysis on change readiness of the agency based on previous organizational reforms undertaken and the results of mapping the influence of internal and external stakeholders in the agency's achievement of goals and mandates. It shall also include the report on PRIME-HRM Assessment Results and Communication and Change Management Plan (CMP).  Other activities shall include:  <ul style="list-style-type: none"> <li>• Stakeholder analysis;</li> <li>• Consultation meetings, interviews, and focus group discussions with relevant stakeholders;</li> </ul>	45 Days after Inception Report	10%

		<ul style="list-style-type: none"> <li>• Conduct of PRIME-HRM Assessment in four HR systems: (1) recruitment, selection, and placement; (2) learning and development; (3) performance management; and (4) reward;</li> <li>• Communication and Change Management activities (i.e. coaching and mentoring);</li> <li>• Assessment of organizational capacities, competencies, and change readiness; and</li> <li>• Report and presentation of Organizational Assessment and PRIME-HRM results.</li> </ul>		
4	Capacity Building for PRIME-HRM Systems, Practices and Competencies	<p>The Consultant will conduct capacity building interventions with the TWG for each HR Systems to establish systems, practices and competencies within the organization, with the aim of achieving PRIME-HRM Level 3.</p> <p>Other activities shall include:</p> <p>Conduct of capacity building sessions for the TWG who will sustain the established systems beyond the lifetime of the project.</p>	<p>From the identification of the PRIME-HRM Assessment Gaps to the 11<sup>th</sup> month of the project</p> <p>(Schedule allotment is subject to the availability of the HR Committee Members. This component can last from 3 up to 8 months)</p>	<p>30%</p> <p>(10% for RSP; 10% for L&amp;D; 10% for PMS and Rewards and Recognition)</p>
5	Organizational Structure Review and Workforce Plan	<p>The Consultant will prepare and deliver to SEC an Organizational Structure Review and Workforce Plan which shall include the review of the organizational structure and the proposed improved organizational structure for the agency that will support the short- and long-term mandates of the SEC. It shall also include the assistance provided in preparing the necessary documentation for securing the approval of DBM for its organizational structure and coaching in the development and implementation of the workforce plan.</p>	<p>90 Days after the Organizational Assessment</p>	<p>10%</p>



		<p>Other activities shall include:</p> <ul style="list-style-type: none"> <li>• Consultation meetings with the SEC Management, the Department Heads, and the TWG Members;</li> <li>• Coaching and assistance in the development and implementation of the workforce plan;</li> <li>• Preparation of workforce plan, career development plan, succession plan and competency development plan; and</li> <li>• Report and presentation of the results.</li> </ul>		
6	Competency Framework and Competency-based Job Description Manual	<p>The Consultant will prepare and deliver to SEC a Competency Framework and Competency-based Job Description Manual, which shall include the development of a competency framework, enhanced competency-based job descriptions for all employees aligned with the competencies developed for the agency, and the position profiles incorporating the identified competencies of the agency and its employees. It shall also include the approved core, leadership, and functional or competency framework rubrics, approved functional competencies, and the approved position profiles.</p> <p>Other activities shall include:</p> <ul style="list-style-type: none"> <li>• Consultation meetings with the SEC Management, the Department Heads, and the TWG Members;</li> <li>• Consultation meetings, interviews, and focus group discussions with relevant stakeholders;</li> <li>• Identify mission critical competencies the short and long-term needs of the organization;</li> <li>• Creation and validation of position profiles;</li> <li>• Assessment of baseline</li> </ul>	90 Days after Organizational Structure Review and Workforce Plan	10%

		<p>competency levels of the agency's managers and employees based on the current and future competencies that will lead to Succession Planning; and</p> <ul style="list-style-type: none"> <li>• Report and presentation of results.</li> </ul>		
7	Competency Assessment Report	<p>The Consultant will prepare and deliver to SEC a report on the competency assessment based on the competencies identified in Deliverable 6. It shall include competency assessment for identified plantilla and learning needs assessment that is critical in achieving and supporting the mandates of the agency.</p> <p>Other activities shall include: Report and presentation of results</p>	30 Days after Competency Framework Approval	10%
8	Three-Year Human Resource Development (HRD) Plan	<p>The Consultant shall deliver the mission critical HRD Plans and Programs that will support the achievement of the strategies of the organization.</p> <p>Other activities shall include:</p> <ul style="list-style-type: none"> <li>• Data gathering that coincides with the PRIME-HRM Assessments; and</li> <li>• Recommendations of plans and steps to achieve PRIME-HRM Level 3</li> </ul>	30 Days after the Competency Assessment	10%
9	Terminal Report	<p>The Consultant will prepare and deliver to SEC a Terminal Report at the end of the contract, which shall include the executive summary of the project, recommendations, and consolidated final report consisting of the following: 1) approved competency framework and rubrics for core, leadership, and functional competencies; 2) approved position profiles; 3) competency report; 4) three-year HRD Plan; and 5) documentation of workshops, coaching and mentoring, and consultation meetings.</p> <p>Submission of a Succession Paper that</p>	<p>End of Contract</p> <p>On or before six</p>	5%

	Succession Paper	will ensure the sustainability of the project at least six (6) months before the end of the contract.	(6) months prior the end of contract	

## 7. Qualification of the Consultancy Firm

The Consultant must have the varied expertise necessary to deliver the Technical Assistance on Organizational Capacity Building for SEC. The team must have an HR and OD specialist/s and relevant experts on business process improvement, change management, and business planning.

- The Consultant
  - Must be in operation for the past 5 to 10 years and certified or accredited by the CSC as accredited learning and development institution;
  - Must have a track record in the past five (5) years in conducting organizational assessments for various institutions and organizations, as shown in the certificate of project completion or any proof and with a minimum of 3 clients related to the Project is required;
  - Must have conducted at least one completed similar project/output of HR/OD in any government agency with approval of Civil Service Commission within the last five (5) years, including on-going projects with government agencies, as shown by the certificate of completion (the certificate shall include the value of the contract);
  - Has experience in PRIME-HRM Assessment and Assistance within the last five (5) years; and
  - Have existing network with relevant sectoral experts (local and international), as shown by the firm's/ consultants' membership in relevant HR/OD industry association or participation in collaborative projects.
- The Team
  - Must have relevant educational background, at least a postgraduate degree in Organizational Development, on social science, public administration human resource development studies, communications and/or marketing discipline and have trained or participated in any qualitative or quantitative design and methods training related to human resource development or organizational development, or project management, as shown by the submitted diploma/s, certificate/s and other documents.

## 8. Responsibilities of the Parties

The Consultant shall assume the following obligations:

- a. Ensure that all proposed activities are consistent with the overall project framework provided by the SEC;
- b. Establish linkages and close coordination with other Consultant/s for other

deliverables under Project QUEST to achieve strategic complementation in terms of activities and deliverables (e.g. use of common onboarding methodology);

- c. Designate the project lead to ensure timely delivery of outputs and to coordinate with SEC in carrying out the services;
- d. Assist in organizing a team that would help the Consultants gather the data that will be needed for the project development and implementation of the required deliverables based on this TOR;
- e. Develop the design and methodologies that will best fit the organizational needs in terms of the required expected outputs and deliverables;
- f. Seek the approval of the Director/OIC of the HRAD on any changes, amendments, modifications and adjustments in the implementation of proposed project development methods prior to their conduct;
- g. Submit all the mandatory accomplishment and status reports based on the agreed timeline under Item 6. Deliverables and Payment Schedule of this TOR;
- h. Maintain the confidentiality of the data and information acquired and all other related activities generated thereof, until such is determined and declassified by the SEC;
- i. Shoulder the airfare or transportation expenses including incidental expenses like accommodation in activities to be conducted in the region not covered by the SEC budget; and
- j. Arrange and shoulder the venue for OD assessment covered by the Project.

The SEC shall assume the following obligations:

- a. Provide general supervision and direction on the conduct of the project development;
- b. Coordinate in organizing the team that will provide the necessary data and information both qualitative and quantitative to the Consultant;
- c. Review and approve all changes in the execution of the proposed Project implementation prior to the conduct of the activities;
- d. Review and approve all project deliverables, and related activities based on the timetable and in accordance with this TOR;
- e. Shoulder all transportation expenses, accommodation and other incidental expenses for SEC employees to facilitate the conduct of the activities in the regions;
- f. Shoulder all expenses not covered by the Project; and
- g. Create a TWG, as needed, to ensure completion of the Project. The members of the TWG will be identified and vetted by the Assistant Director of the LRID and

affirmed by the Director/OIC of the HRAD.

## **9. Reporting and Working Arrangements**

The Consultant shall report to the SEC Chairperson, to the HRAD Supervising Commissioner, to the HRAD Director/OIC, and to the HRAD-LRID Assistant Director.

The Consultant shall coordinate and work closely with the TWG Members and other relevant stakeholders.

The Consultant shall coordinate and work closely with the other consultants working on the projects under the Project Quest strategic initiative.

The SEC shall provide the Consultant, with a work area with internet access during office hours for the duration of the project, consistent with the latest guidelines issued by the Inter-Agency Task Force on Emerging Infectious Diseases.

Other resources such as office equipment, supplies and other logistical requirements to complete or deliver the scope of services shall be provided by the consultant.

## **10. Other Items**

### **10.1. Disclaimer**

There will be no employer-employee relationship between the SEC and the Consultant, nor between the former and the agents of the latter.

### **10.2. Property of SEC**

Any and all work (including meeting and workshop recordings) resulting from the engagement as originating from this TOR and any of its subsequent documents shall be the sole and exclusive property of the SEC, which shall be turned over whenever required by the agency.

### **10.3. Confidentiality**

Subject to exceptions as may be provided under the existing laws, the Consultant guarantees that the TOR and all information, data and documents that may be directly or indirectly acquired or received by the Consultant or any person under their instructions or authority in the course of the TOR including experts, consultants or trainers, shall not be used or disclosed to any unauthorized third party for any purpose other than contemplated under this TOR and that all persons acting under the TOR shall avoid and be free from conflict of interest.

### **10.4. Warranty**

The Consultant warrants that its personnel are properly supervised, and legally and technically competent to provide and conduct the required scope of work as originating from this TOR. The SEC may demand for replacement of the Consultant's personnel if the performance and/or knowledge level is found below the expectation for the required services.

## SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the date of the delivery of particular requirements at the project site.

Item	Activity	Deliverable	Delivery Schedule
1	Program Mobilization	Mobilization Report	Upon receipt of Notice to Proceed
		Inception Report	Thirty (30) days after submission of Mobilization Report
2	Organizational Review and Competency Assessment	Organizational Assessment and PRIME HRM Assessment Reports	Forty-five (45) days after submission of Inception Report
		Capacity Building for PRIME-HRM Systems, Practices and Competencies	Subject to the availability of HR Committee Members; Can last from 3 to 8 months
3	Organizational Structure Review and Workforce Planning	Organizational Structure Review and Workforce Plan	Ninety (90) days after Organizational Assessment
4	Competency Development	Competency Framework and Competency-based Job Description Manual	Ninety (90) days after Organizational Structure Review and Workforce Plan
		Competency Assessment Report	Thirty (30) days after Competency Framework Approval
		Three-Year HRD Plan	Thirty (30) days after the Competency Assessment
5	Program Closing	Terminal Report and Succession Paper	End of Contract
		Succession Paper	On or before six (6) months before end of the assignment

**ELIGIBILITY DOCUMENTS SUBMISSION FORM**

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*[Date]*

**Securities and Exchange Commission**

Bids and Awards Committee  
Secretariat Bldg., PICC Complex  
Roxas Blvd., Pasay City

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for Consultancy Services for Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME HRM), *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submitted;
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and shortlisted or not.

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address

ANNEX C

*Statement of all Government and Private Contracts  
Completed which are Similar in Nature*

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client/ Contact Person/Contact Number/Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Acceptance*	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

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

Instructions:

- a) The contracts should have been completed (i.e., accepted) within the five-year period from opening of bids
- b) Similar contracts shall refer to the consulting services for the program to institutionalize meritocracy and excellence in human resource management (PRIME-HRM)

Note: Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by Certificate of Good Standing and Satisfactory Completion or equivalent document (e.g., Certificate of Final Acceptance/Completion from the bidder's client, or an Official Receipt or a Sales Invoice) which must be included in the bid submission.



**ANNEX D**

**List of all Ongoing Government and Private Contracts Including  
Contracts Awarded but not yet Started**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

<b>Name of Client/ Contact Person/ Contact Number/ Email Address</b>	<b>Date of the Contract</b>	<b>Kinds of Consulting Services</b>	<b>Value of Outstanding Contracts</b>	<b>Date of Delivery</b>
<u>Government</u>				
<u>Private</u>				

Submitted by : \_\_\_\_\_

(Printed Name and Signature)

Designation : \_\_\_\_\_

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

**Instructions:**

- i. State **ALL** ongoing contracts including those awarded but not yet started (government and private contracts which may be **similar or not similar** to the project being bid) prior to opening of bids.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

## STATEMENT OF THE CONSULTANT'S NATIONALITY

**Securities and Exchange Commission**

Bids and Awards Committee  
 Secretariat Bldg., PICC Complex  
 Roxas Blvd., Pasay City

Ladies/Gentlemen:

In compliance with the requirements of the Securities and Exchange Commission – Bids and Awards Committee (SEC-BAC) for the bidding of the Consultancy Services for Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME HRM), I/we hereby declare the following:

1. [Select one and delete the rest].

*[If domestic entity consultant] That (Name of the consultant) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;*

*[If foreign entity consultant] That (Name of the consultant) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);*

*[If foreign entity consultant] That (Name of the consultant) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;*

2. That the following are the proposed Personnel:

<b>Name of ALL Proposed Personnel</b>	<b>Proposed Position</b>	<b>Nationality</b>	<b>Proof of Identification</b>
1.	Lead Consultant	Filipino	
2.	Team Member	Filipino	
3.	Team Member	Filipino	
4.	Team Member	Filipino	
5.	Team Member	Filipino	

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel (*Annex/es* \_\_\_\_\_); and
4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Consultant/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Contact No/s. \_\_\_\_\_

***(Note: Please attach the notarized authority of the consultant's signatory for the public bidding for this project)***

## FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

### FIRM'S PROFILE

Name of Firm		
Form of Organization	Year Established	
Business Address		
Principal Contact Person		
Telephone Number	Fax Number	Email
General Description and Technical Capabilities		

Field of Specialization and Type of Services					
Field	Service Provided			Experience (No. of Years)	
Company Officers and Key Personnel					
Name	Position	Education	Expertise	Years with Firm	Age
Current Number of Personnel					
Position	Number				
	Full time	Part time	Total		

Awards, Certifications, Relevant Distinctions		
Name	Given By	Date

Signature: \_\_\_\_\_  
 Name and Title of Authorized Signatory: \_\_\_\_\_  
 Name of Consultant/Company: \_\_\_\_\_

**CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF**

Proposed Team:		<i>Please check:</i>			
<input type="checkbox"/>		<input type="checkbox"/>			
Key Personnel		Staff			
Name of Position:					
Personal Information					
Name of Staff					
Address		Contact No.	Email Address		
Date of Birth		Citizenship	Civil Status		
Work Experience <i>(start from the current employment)</i>					
Company Name	Inclusive Dates		Total  <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities <i>(specify if L&amp;D, HR or OD-related)</i>
	From	To			

**Current Workload** *(include workload on projects from other companies, if any)*

Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

**Relevant Training** *(start from the most recent)*

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			



Education <i>(start from the most recent)</i>				
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		
Certificates, Other Credentials				
Title			Date Received	

**Note:**

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

1. Certificate of Employment and similar documents (e.g., certificate of engagement)
2. Training programs attended
3. Diploma
4. Professional Certifications and/or Licenses

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

\_\_\_\_\_ Signature

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

Republic of the Philippines



Government Procurement Policy Board