



Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127
Tel. Nos. 951-4981/951-3306 (Fax)
website: www.cesboard.gov.ph

Request for Proposal

The Career Executive Service Board invites prospective Consultants to submit their proposal on the Consulting Services, *Formulation and Development of Test Instrument for Screening of Candidates for the Career Executive Service Eligibility (CES Eligibility)* with the following terms of reference:

Terms of Reference

Objective

To formulate and develop a test instrument for screening of candidates for the Career Executive Service Eligibility

Timeframe

Four (4) Months

Deliverables

1. A test instrument to measure the managerial aptitude of executives to include Emotional Quotient components taking into account the CES Core Competency Standards, i.e., 1) Strategic and Critical Thinking, 2) Leading in a Continuously Changing Environment, 3) Empowering/Developing Others to Establish Collective Accountability for Results, 4) Linkaging and Networking for Productive Partnerships, 5) Planning/Organizing for Greater Impact, and 6) Driving Performance for Integrity and Service.

2. Emotional Quotient component which includes interpretation of results;

3. Number of items-minimum of 250 Pre-Tested items.

Approved Budget for the Contract: Php900,000.00

Interested consultants must submit the following documents:

Legal Documents

- (i) 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 any proof of such registration as stated in the EDS;
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

Technical Documents

- (iii) 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. The statement shall include, for each contract, the following:
 - (iii.1) the name and location of the contract;
 - (iii.2) date of award of the contract;
 - (iii.3) type and brief description of consulting services;
 - (iii.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)
 - (iii.5) amount of contract
 - (iii.6) contract duration; and
 - (iii.7) certificate of satisfactory completion or equivalent documents issued by the client, in the case of a completed contract;
- (iv) 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.

Financial Document

- (v) The consultant's audited financial statements, 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.

Technical Proposal

A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subcontractor on projects of a similar and related nature as required in form TPF2. Consultant's References. For each project, the outline should indicate the project, contract amount and the Consultant's involvement. Information should be provided only for those projects for which the Consultant was legally contracted by itself

or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subcontractors, but can be claimed by the individuals in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.

A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR including a work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR as required in form TPF4. Description of the Methodology and Work Plan for Performing the Project.

A Time Schedule (TPF7. Time Schedule for Professional Personnel) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.

An organization chart indicating relationships amongst the Consultant and any partner and/or subcontractor, the Procuring Entity, the Funding Source and the GOP, and other parties or stakeholders, if any, involved in the project.

Three (3) to five (5) sample test items that are aligned with the CES Core Competency Standards herein-indicated.

Comments, if any, on the TOR (TPF3. Comments and Suggestions of Consultant on the terms of References and on Data, Services, and Facilities to be Provided by the Procuring Entity) to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule.

The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in TPF6. Format of Curriculum Vitae (CV) for the Proposed Professional Staff.

Only one CV for each consultant involved in the Project may be submitted for each position.

The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract.

Financial Proposal

The Financial Proposal requires completion of FPF2 form. Financial Proposal Submission Form should form the covering letter of the Financial Proposal.

Taxes: Ten percent (10%) expanded withholding taxes on the total contract price.

All expenses for the conduct of PRE-TESTING shall be borne by the Consultant.

The Procuring Entity shall have the EXCLUSIVE ownership and use of the complete set of acceptable test instrument in soft and hard copies with a memorandum of agreement with the Consultant on the confidentiality of details of the instrument.

Other Terms of Reference

Available Data: The Procuring Entity shall provide the Consultant with the list of Career Executive Service Officers (CESOs) and Eligibles who may be used as sampling in pre-testing the instrument. Coordination with CESOs and CES Eligibles shall be done by the Consultant.

Contract covering the engagement shall provide for the following:

- a. Manual for the administration of test instrument
- b. Score sheet
- c. Training of test administrators
- d. Interpretation of results
- e. PRE-TESTED 250 Test Items
- f. All other concerns, reports, data that may arise from the contract negotiation

Deadline of submission of Proposal

4 August 2015

This procurement project shall be governed by the Revised Implementing Rules and Regulations of R.A. 9184.

CESB Bids and Awards Committee

Original Signed
CATHERINE SOCORRO O. ESTRADA
BAC Chairperson

21 July 2015

