



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**ENGAGEMENT OF CONSULTANT FOR  
COMPETENCY DEVELOPMENT AND PROFILING**

28 November 2020

**NOTICE TO ALL PROVIDERS:**

The National Privacy Commission intends to engage **the service of a consultant for Competency Development and Profiling.**

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by their authorized representative not later than **4:00 P.M., 02 December 2020.**


The service providers must also submit the following requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. Professional License/Curriculum Vitae
3. PhilGEPS Registration Number;
4. Notarized Omnibus Sworn Statement;
5. Income/Business Tax Return; and
6. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

**Attention to: ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head

  
Digitally signed by Tana-  
Caguia Krishna Aira  
Angeles  
Date: 2020.11.28 14:27:55  
+08'00'

**ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head  
National Privacy Commission  
(02) 8234-2228 loc. 127



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**TECHNICAL SPECIFICATION**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 780,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	NOTE: Please refer to the attached Terms of Reference for:  1. Specifications i. Job Description ii. Expected Output iii. Qualification Requirements iv. Duration of engagement ( <i>6 months from the issuance of notice to proceed but should not exceed June 30, 2021</i> ) and schedule of payment			
<b>TOTAL</b>						

Instruction to bidders.

- I. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- II. All prices shall be VAT inclusive.
- III. All quotations shall be written with the company's letterhead.
- IV. Present the original Mayor's/Business Permit upon the scheduled signing of Notice of Award for inspection.
- V. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.

CONFORME: \_\_\_\_\_  
 (Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
 (Name/Position/Signature of Representative/Date)



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**TERMS OF REFERENCE  
FOR THE HIRING OF CONSULTANT  
COMPETENCY DEVELOPMENT AND PROFILING**

**I. BACKGROUND**

Competency standards is one of the measures in ensuring delivery of efficient and effective programs and services and maintaining a responsive and collaborative workforce towards attaining NPC vision, mandate, and goals.

The National Privacy Commission believes that the quality of its workforce is anchored on the adaption and implementation of strategic and competency-based human resource systems. There is a remarkable transition of human resource management in the public sector from regulatory and transactional perspective into transformational and strategic which makes its workforce relevant and effective during this digital and fast-paced environment.

To adapt with these changing norms, the Commission also is in the course of improving all its quality management systems and processes to comply with the international standards including HR's systems and processes. Competency-based HR systems is one of the CSC's initiative towards attaining certain maturity level under CSC's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) standards.

The Commission, in its support to empower and develop its workforce to become globally competitive and relevant, has adapted some of competencies from the CSC's Generic Competency Dictionaries for Public Sector. These generic competencies were developed by the Civil Service Commission in partnership with then Philippine-Australia Human Resource and Organizational Development Facility (PAHRODF) and other partner agencies last 2016.

Among the competencies NPC will be adapted are leadership competencies for all personnel handling supervisory and managerial positions and functional competencies of the following offices/divisions:

1. Financial Planning and Management Division
2. Human Resource Development Division
3. Administrative Services Division
4. Public Information and Assistance Division



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5. Data Security and Compliance Office (few)
6. Legal and Enforcement Office (few)

Since there are functions and positions unique for the National Privacy Commission in which competency dictionaries and model cannot be found from the CSC's Generic Competencies, there is a need for an HROD expert or consulting firm with specialization on HROD who shall develop such competencies including core competencies, as well as a third party intervention in competency profiling of the existing personnel and NPC positions for the period of six months.

## **II. SPECIFICATIONS**

### **A. JOB DESCRIPTION**

The Consulting Firm shall be responsible in the conduct of following:

- Conduct series of orientation/session on competency framework, competency development and competency models.
- Facilitate and provide technical assistance in the development of functional competencies with competency dictionaries and rubrics for the following Offices where competencies cannot be found from the CSC' Generic Competencies.
  - Office of the Privacy Commissioner
  - Privacy Policy Office including Philippine Data Privacy Office (PhilDPO)
  - Few for Legal and Enforcement Office and Data Security Compliance Office
- Facilitate and provide technical assistance in the development of NPC's Core competencies
- Provide assistance in harmonizing the following pre-identified competencies with other functional competencies:
  - Information privacy
  - Legal/regulatory environment
  - Information/ICT
- Profile competencies of NPC Personnel and positions vis-à-vis the four (4) proficiency level such as basic, intermediate, advance, and superior (BIAS) thru conduct of job evaluation analysis, competency assessment test or test evaluation or behavioral events interview
- Provide technical assistance in the alignment, harmonization and modification of existing HR systems and policies into competency-



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based and integrated HR Systems towards compliance to CSC's  
PRIME-HRM Maturity Level.

**B. EXPECTED OUTPUT**

The following are the expected output for submission to the Office of the Privacy Commissioner for approval:

1. NPC's Competency Framework
2. Competency Models and Dictionaries of identified offices
3. NPC's Core Competencies
4. Competency-based Job Description of all plantilla positions reflecting competency levels (core, leadership and functional/technical)
5. NPC Competency Maps/Profiles

**C. QUALIFICATION REQUIREMENTS**

1. Demonstrate expertise in the field of organization development, human resource management and competency development and profiling of a government office.
2. With at least 10 years related experience in the development of competency-based HR Systems, 5 years of which are in the public sector.
3. Must be accredited or certified by the Civil Service Commission through the Civil Service Institute
4. With Graduate Studies in Human Resource Management, Organization Development or Public Administration and Management for the individual or at least one of the members of the firm (if thru consulting firm)

**D. DURATION OF ENGAGEMENT AND SCHEDULE OF PAYMENT**

1. Submit detailed plan of activities/timetable indicating expected output upon signing of contract.
2. Submit monthly accomplishment and progress report as basis in the processing of consultancy fee.
3. May report physically to NPC or virtually, for a meeting, levelling-off, brainstorming when necessary.
4. Payment shall be made monthly upon submission of accomplishment report by the Consultant and acceptance of output under by the OPC.



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5. Duration of the contract is six (6) months upon issuance of notice to proceed and signing of contract of agreement.

**III. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **Seven Hundred Eighty Thousand Pesos (P780,000.00)** is for a **six-months contract** of the project, inclusive of all taxes, duties, fees, levies, and other charges imposed under applicable laws.

The ABC is based on the study made by the Human Resource Development Division (HRDD) on the prevailing monthly consultancy fee of a HROD Consultant specializing in competency development and profiling as follows:

<b>HROD Consultant</b>	<b>Rate</b>	
	<b>Individual</b>	<b>Firm</b>
Consultant A	190,000	1,140,000
Consultant B	175,000	1,050,000
Consultant C	150,000	980,000
Average	170,000	1,056,000

**IV. SELECTION PROCESS**

Section 53.9 of the Revised IRR of the GPRA allows small value procurement as a mode of procuring the services of “individual consultants or a consultancy firm” to do work. The procurement of a HROD Consultant or consultancy firm/services for Competency Development and Profiling herein shall thus be through small value procurement which is one of the alternative mode under negotiated procurement. The main consideration is that the consultancy services involves works that are highly technical that requires specialization and expertise, requires transfer of knowledge to procuring entity which is NPC and that the services involves institutional building, strengthening and organization development.

Prepared by:

**Sgd.**  
**ROSALY B. SANTOS**  
*Chief, HRDD*

Recommending Approval:

**Sgd.**  
**ATTY. JOHN HENRY D. NAGA**  
*Deputy Privacy Commissioner  
& Concurrent OIC Director - FAO*



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Approved by:

**Sgd.**  
**VANDELFT R. IDANAN**  
*Head Executive Assistant*