

Bids and Awards Committee

REQUEST FOR PROPOSAL (RFP) No. 2019-SVP-47

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the item stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

2019 APP	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. I.L.L.5	201910189	Learning Service Provider for the Conduct of the 2019 SEC Commission Wide Performance Assessment (See attachment 2 for Terms of Reference)	Php500,000.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. Professional Licenses/Curricula Vitae of Key Personnel to be Assigned in the Project
3. Company Profile (including the list of similar projects conducted)
4. PhilGEPS Registration Number

SEC Condition of Sales:

1. Delivery Schedule: Immediately upon receipt of approved NTP
2. Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: Learning Resource and Information Division-HRAD, Ground Floor, Secretariat Bldg., PICC Complex, Pasay City

Award of contract shall be made to the bidder with the highest rating for the subject consultancy which complies with the minimum technical specifications and other terms and conditions stated herein.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Proposal (Attachment 1) and eligibility documents is not later than **10:00 A.M. of November 8, 2019** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually or through Facsimile No. 818-5330 or via email at bacsecretariat@sec.gov.ph

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.



EMMANUEL Y. ARTIZA
Chairman, BAC

PRICE PROPOSAL FORM

Date: _____

The Bids and Awards Committee
 c/o Procurement Division
 3rd Floor, Secretariat Building,
 PICC Complex, Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Proposal, hereunder is our price proposal for the items identified below:

Item no.	Article and Descriptions	Qty.	Total Price (VAT Inclusive)
1	Learning Service Provider for the Conduct of the 2019 SEC Commission Wide Performance Assessment (See attachment 2 for Terms of Reference)	1	Php _____

AMOUNT IN WORDS: _____ (VAT inclusive)

The above-quoted price is inclusive of all costs and applicable taxes

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name : _____
 Contact no. : _____

Terms of Reference

I. Project Objective

This project seeks to increase the knowledge of the SEC personnel on the foundational elements of capability-building (aka competency) and collaboration (aka silo-busting). The project specifically intends to increase the appreciation of the workforce as the most valuable asset of the agency that delivers the expected performance of the agency as a public service organization. This project serves as a strategic intervention at a time when workforce development and intra-agency cooperation are critically becoming important in response to the mounting public demands for the agency to do much more with less and to do better smarter.

Put simply, this project is all about making our people work better and getting them to work with each other better as well.

II. Project Description

This project involves the hiring of an external consultant to conduct an organization-wide capability-building and collaboration program that will deliver the expected results indicated below:

1. Increased appreciation for the workforce as the linchpin of organizational performance, productivity and effectiveness;
2. Augmented capability-building activities that covers communication, critical thinking, versatility and social adaptability as competencies that enhance an individual employee performance in the workplace based on actual agency learning requirements; and
3. Improved collaboration across levels and units through silo-busting.

III. Scope of Work

The consultant, referring to the learning service provider, is expected to perform the following:

1. Design a one-day Commission-wide capability-building and collaboration training program based on the general parameters to be given by the Learning Resource and Information Division (LRID) of the Human Resource and Administrative Department

The consultant may be guided by the objectives of the training program for the participants:
Capability-Building:

- Explain the relationship of professional enrichment with strategic alignment with the corporate vision and strategy;
- Demonstrate the ability to develop pre-identified competencies that are most significant in improving functionality, productivity and effectiveness.

Collaboration:

- Help forge a social consensus on the value of organizational citizenship and its precedence over sub-organizational identities and its attendant demand to weave a web of informal relationships across levels and units; and
- Manage the risk of existing silos within the organization and at the same time leverage the benefits thereof.

Course content and methodology

Insofar as the objectives should dictate content, the training should have an underpinning conceptual framework that shall provide structured learning exercises with elements of gamification, applied learning exercises and group dynamics on the following areas, viz:

<p>On capability-building (aka competency development)</p>	<p>On collaboration (aka silo-busting)</p>
<p>COMMUNICATION</p> <p>Oral communication and written communication need enhancement not only in terms of the technical skill of articulation that characterize them but also in terms of the quality of thinking underpinning them. After all, communication is the lifeblood of intra-organizational relationships as well as of extra-organizational ones.</p>	<p>SYSTEMS THINKING</p> <p>It is imperative that everyone in the organization should see things in the same way. Figuratively and literally speaking. Everyone should have a common operating picture – to which everyone, in the course of doing work, should subscribe and maintain a clear line of sight. Systems thinking requires alignment with this common operating picture – and by implication, understanding that everyone has a partial yet critical stake in it that affects, and is affected by, other’s.</p>
<p>CRITICAL THINKING</p> <p>This competency goes beyond acquiring analytical prowess for problem-solving purposes insofar as it requires irrepressible inquisitiveness to do things better, to imagine and design alternatives and workarounds.</p>	<p>RELATIONSHIP MANAGEMENT ACROSS LEVELS AND UNITS</p> <p>An organization is a social system, and as such, relationships between and among employees, between and among management and rank and file, between and among superiors, peers, and subordinates have to be well-maintained. The quality of relationships, after all, defines, to a large extent, the workplace culture, which influences the level of effectiveness of collective goal attainment by the entire organization.</p>
<p>VERSATILITY (COGNITIVE)</p> <p>Characterized by openness to perpetual learning, this competency allows employees to assume different roles seamlessly on demand and can perform whichever role flawlessly. Not to be confused with multi-tasking, versatility is all about being a walking Swiss-knife of sorts; and employees who are versatile can pinch-hit for others, compensate for operational disruptions and bridge the divide between various social groups and ‘silos’ within the organization.</p>	<p>COLLECTIVE IDENTITY</p> <p>Organizational citizenship is necessary to preserve morale and esprit de corps, and the community of employees needs to have this strong identification with the organization to the extent that its workplace behavior is inspired by (1) the socially-prescribed outputs and outcomes that the organization is mandated to deliver and (2) the values that the organization officially stands for.</p>

<p>SOCIAL ADAPTABILITY</p> <p>Personal effectiveness of individual employees is anchored on how well they can relate to, deal with, and work with, others. In the contemporary workplace, hardly any work of significance is done by lone wolves; and for work to be done and done well, the principles of complementation and supplementation, of teamwork and good interpersonal relations have to be observed.</p>	<p>CUSTOMER-CENTRICITY IN AID OF INSTITUTIONAL BRANDING</p> <p>Being a public sector institution that is heavily engaged in frontline service delivery, the organization – ie the SEC – should subscribe to the gospel of customer-centricity; it exists to serve and its entire constellation of services and the supporting systems and processes should be designed to maximize customer experience. And subscription to this gospel – in actual practice over time – is what defines the institutional reputation of the organization.</p>
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2. Conduct the training program on 28 (whole day) November 2019 (Thursday) at a venue to be provided by the SEC.
3. Manage the dynamics between and among different categories of participants (the blend of executives, senior management, junior management, technical, associate staff, contract of service personnel and representatives of the Extension Offices).
4. Submit a Terminal Report with recommendations to the SEC management (copy furnished the LRID) within 60 days after the conduct of the program.
5. Conduct follow-through activities as post-training engagement to determine whether or not the program objectives have been met.

IV. Duration

Pre-Training (Fika-han)

A half-day fika-han spearheaded by the LRID with one (1) representative from the LSP to serve as resource person and observer will be conducted one (1) week before the training. The intent of this activity is to sell the training to formal and informal leaders among the employees. It seeks to condition the minds of the participants to prepare themselves for the organization-wide event and allows the LSP to profile the participants and manage the expectations and apprehensions thereof.

Actual Training

The implementation of the Capability-Building and Collaboration Program will run for ONE (1) day in the specified dates in November 2019. The first day of the program will start at 3:00 in the afternoon and end at 9:00 in the evening to be handled by the SEC. The second day will start at 8:00 in the morning and end at 5:00 in the afternoon to be handled by the learning service provider. The start of the program on the first day will be preceded by a briefing of facilitators and joint secretariat staff whereas the end of it shall be bookended by a debriefing of the same personnel the second day.

Post-Training

A half-day joint preliminary assessment session with the LSP will be arranged a week after the conclusion of the actual training to determine the achievement of the project objectives.

V. Target Participants

For the two-day training, the total number of participants is expected to reach 500-600. This figure will include officials, associates, and representatives from the Extension Offices, Satellite Offices including contract of service personnel (COSP) in the Head Office. Below is the Table corresponding to the detailed number of the target participants:

Department	Regular	COSP	On Leave/ Not Attending
Office of the Chairperson and Commissioners	32	2	1
Office of the Commission Secretary	9		
Office of the General Counsel	14		
Office of the General Accountant	19	3	3
Enforcement and Investor Protection Department	33	9	2
Markets and Securities Regulation Department	32	1	
Corporate Governance and Finance Department	56	4	
Company Registration and Monitoring Department	68	37	
Information and Communications Technology Department	45	14	
Economic Research and Training Department	20	9	1
Human Resource and Administrative Department	35	19	
Financial Management Department	31	13	
Cebu Extension Office	14	9	1
Iloilo Extension Office	10	3	
Davao Extension Office	13	5	
Cagayan De Oro Extension Office	8	2	
Baguio Extension Office	7	4	
Legaspi Extension Office	6	1	
Zamboanga Extension Office	6	2	
Tarlac City Extension Office	8		
Bacolod Extension Office	8		
Total	473	137	7

VI. Deliverables

1. Training program design and the conduct for 1 day
2. Conduct of "fika-han"
3. Training Materials and Hand-outs
4. Documentation of the program proceedings
5. Certificate of Completion for the participants
6. Joint secretariat work
7. Post-evaluation and Terminal Report
8. Knowledge transfer to LRID personnel subject to applicable limitations prescribed by law or imposed by the LSP

VII. Minimum Qualifications of the consultant/learning service provider

1. Proven experience, competence and expertise in designing and conducting a 400-500 participant training program as indicated in the profile of the company (proof required).
2. Ability to provide 10-15 facilitators possessing advanced knowledge in organization development especially on culture-building, team-building and silo-busting (proof required).
3. Ability to provide expert facilitators with a track record in the conduct of similar trainings in government agencies (proof required).

4. Proven experience in the use of the latest structured learning exercises and applied learning modalities with elements of gamification (proof required).

VIII. Criteria for Evaluation of Prospective Consultants

Criterion	Weight (%)
1. Experience and capability of the consultant	30%
2. Quality of personnel	50%
3. Plan of approach and methodology	20%
Total	100%

IX. Obligations/Duties and Functions

A. Consultant/Learning Service Provider

1. The consultant shall meet with the LRID to discuss matters related but not limited to the (a) problems discerned via assessments done and (b) expected results of the program.
2. The consultant shall provide the company profile and a profile of their facilitators.
3. The consultant shall provide the venue requirements (floor plan), table set-up and seating arrangements, and the required training equipment and supplies and materials during the days of the training at least two (2) weeks before the conduct of the program.
4. The consultant will capture the participants' profile and expectations in the "fika-han" and promote the program as well.
5. The consultant shall provide the master copy of the hand-outs one week before the conduct of the program. If not able to provide on time, they shall take the responsibility of photocopying the hand-outs to be distributed to the participants on the first/second day of the program.
6. The consultant shall provide 50% of the secretariat staff needed for the administration before and during the training exercise.
7. The consultant shall run an evaluation survey at the end of the program.
8. The consultant shall attend the debriefing session after the program.
9. The consultant shall attend a half-day joint post-training assessment session to be arranged by the LRID a week after the conduct of the program
10. The consultant shall submit the Terminal Report with recommendations 60 days after the conduct of the program.
11. The consultant shall conduct follow-through sessions three (3) months after the conduct of the program to reinforce the prescribed learning during the training exercise.

B. Securities and Exchange Commission

1. The SEC, through the LRID, shall provide the data required by the consultants for their proper assessment of the perceived problems and challenges experienced by the SEC.
2. The SEC shall provide the venue and its table and seating arrangements, the required training equipment, sound system, and training supplies and materials two (2) weeks before the conduct of the training. SEC shall ensure that the floor plan and other required facilities of the consultant have been communicated and coordinated accordingly with the venue provider.
3. The SEC shall arrange and conduct the "fika-han" to enable the consultant in determining the profile and expectations of the participants.

4. The SEC shall prepare the individual hand-outs for the participants if the master copy is provided one (1) week before the conduct of the program.
5. The SEC shall provide 50% of the secretariat staff before and during the training exercises.
6. The SEC shall provide the meals for the consultants/facilitators and the participants for the ONE (1-) day training program. It shall provide a work space/station for the resource person/facilitators, if necessary.
7. The SEC shall administer its own program evaluation at the end of the program.
8. The SEC shall arrange a debriefing session after the program.
9. The SEC shall arrange all the post-training activities cited herein particularly a follow-through session with the participants three (3) months after the conduct of the program.

VIII. Intellectual Property

The intellectual property of materials remains with the consultant/learning service provider. The results of the products arising from the engagement shall belong to the SEC.

IX. Confidentiality

The training program shall not be shared and disclosed with other entities. Any information thereon shall be kept confidential.

X. Price Quotations

For the one-day training, the price quotation for the learning service provider should not exceed FIVE HUNDRED THOUSAND PESOS (P500,000.00). The price quotation should be inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for 90 calendar days.