



REQUEST FOR PROPOSAL

Pursuant to RA 9184, otherwise known as the "Government Procurement Reform Act", the Housing and Urban Development Coordinating Council (HUDCC) is inviting interested individuals to submit Letter of Intent (LOI) and proposal for Hiring of Consulting Service for the Strategy Development Services under the Terms of References, as attached.

The Scope of Work, Expected Deliverables and Payment Schedule of Consultant to be hired shall be the following:

- 20 % Diagnostic Report and Formulation of the Program for the Strategic Planning Session of the joint HUDCC and HLURB top management (e.g. assessment of the Organization, Program Flow, Determination of Attendees, etc.)
- 50% Conduct of the Strategic Planning Session (3 days)
Outputs:
 1. Mission Statement;
 2. Long-term and time bound Vision Statement measurable by 2-3 outcomes/results;
 3. Identification of performance gaps and other analysis necessary for strategy development
 4. Strategy Map and Performance Scorecard in Balanced Scorecard format; and
 5. Strategic Initiatives or Major Projects in support of the Performance Scorecard.
- 20% Advisory services and facilitation of Technical Working Group (TWG) sessions involving top management and senior officials from HUDCC and HLURB to finalize the outputs from the Strategic Planning Session
- 10% Final Report

The Contract Period or Term for the Contract shall be for three and a half (3½) months.

The Cost estimate of the Consulting Services for this undertaking is Seven Hundred and Fifty Thousand Pesos (P750,000.00) inclusive of all taxes, and payment shall be made in accordance with accounting rules and regulations.

The Consultant must have at least 10 years of experience in providing strategy development services using the Balanced Scorecard Framework, with at least 5 of the 10 years involving work with major government agencies. The extent of the experience must also include providing advisory services in cascading the strategy from the leadership down to the different operational groups.

The deadline for submission of sealed bid documents will be on 8 November 2019 at 10:00 am addressed to:

DIR. JEANETTE E. CRUZ
Director, Administrative and Finance Group
9th Floor BDO Plaza, 8737 Paseo de Roxas Avenue
Makati City

For more information, please contact Dir. Jeanette E. Cruz or Mr. Emmanuel L. Correa of the Administrative and Finance Group at telephones 8811-4112 or 8811-4467.

The HUDCC reserves the right to reject any or all bids for good cause not specifically mentioned herein. Likewise, the HUDCC reserves the right to conduct another bidding, when such will not unduly prejudice qualified bidders.

Jeanette E. Cruz
DIR. JEANETTE E. CRUZ