



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 individual to submit Letter of Intent (LOI) and proposal for the Hiring of Consulting Services for the Strategy Development Services under the Terms of Reference, as attached.

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

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| 20% | Diagnostic Report and Formulation of the Program for the strategic planning session of top management (e.g. assessment of the organization, program flow, determination of attendees, etc.) |
| 50% | Conduct of the strategic planning session (2-3 days)
<i>Outputs:</i> <ol style="list-style-type: none">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; and5. 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 officers from HUDCC to finalize to finalize the outputs from the strategic planning session |
| 10% | Final Report |

The contract period or term for the contract shall be for 3^{1/2} months.

The cost estimate of the Consulting services for this undertaking is Two Hundred Fifty Thousand Pesos (P250,000.00) inclusive of all taxes, and payment shall be made in accordance with the 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 national government agencies. The extent of the experience must also include providing advisory and support 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 ~~08~~ September 2016, 10:00 A.M., addressed to:

DIR. JEANETTE E. CRUZ

Director II, AFKMG
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, Finance and Knowledge Management Group (AFKMG) at telephone nos. 811-4112 or 811-4467.

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