



INVITATION TO BID

The Housing and Urban Development Coordinating Council (HUDCC) is inviting interested Consultant to submit Letter of Intent (LOI) for the formulation of Career Development Path, Training Needs Analysis (TNA) and Strategic Human Resource Plan of the HUDCC.

1. The Consultant shall be hired to do the following:
 - a. **Training Needs Analysis/Assessment (TNA)** Conduct an analysis/assessment of training need of HUDCC, as an organization, its operating groups and individual personnel, analyze and identify the training gaps, classify the needs based on the nature of the skills gap, devise the remedial training means, formulate action plan to meet the training requirements based on the results of the TNA. Specifically, the Consultant shall create a staff training profile, develop a training development plan, communicate the training development plan to all employees and management and formulate action plan for its implementation.

The key outcome is the identification of major training needs across the organization. This will enable management, on a priority basis, to develop and implement programs that will provide training to employees and thus narrow down the training gaps to its barest minimum while at the same time improving the skills on the employees.

- b. **Career Development Path.** Develop an organized, systematic and deliberate progression of the employee's position in the HUDCC with emphasis on continuing professional development to further his/her career that is aligned with the organizational thrusts of high performance and productivity.
- c. **HUDCC Strategic Human Resource Plan.** Formulate the HUDCC Strategic Human Resource Plan in accordance with the CSC prescribed Agency Strategic HR Plan Toolkit including its annexes. Specifically the HR plan shall have the following features: a) organizational profiling and job analysis; b) competency mapping and gap analysis; c) Human Resource Check; d) prioritizing gaps and proposing interventions; e) instituting a monitoring and evaluation mechanism; and f) communicating the strategic Human Resource Plan.

2. DELIVERABLES

The Consultant is expected to deliver the following:

1. Inception Report
2. Training Need Assessments
3. Career Development Path of Individual Personnel
4. HUDCC Human Resource Plan and its corresponding annexes as identified in the CSC Human Resources toolkit

3. CONTRACT PERIOD

The contract period or term for the contract shall be for ten (10) weeks or two and a half (2.5) months upon issuance of Notice to Proceed.

4. COST ESTIMATE

The cost estimate of the Consulting services for this undertaking is Four Hundred Fifty Thousand Pesos (P450,000.00) inclusive of all taxes, and payment shall be made in accordance with the accounting rules and regulations.

5. MODE OF PAYMENT

HUDCC agrees to pay the Consultancy Fee to the Consultant under the following arrangement:

- 15% - Upon signing of the contract
- 20% - Upon submission of Inception Report
- 65% - Upon submission of all deliverables enumerated in item no.4

6. REQUIRED EXPERTISE

The HUDCC shall engage the services of a Consultant which has the necessary experience in human resource planning, training need assessment and career development pathing. The Personnel Unit of the HUDCC shall draw up the short list of consultants from those who have submitted LOI and have been determined as eligible both in accordance with the provisions of Republic Act 9184 (RA 9184) and its revised Implementing Rules and Regulations (IRR). The short list of prospective bidders shall consist of three (3) highest rated.

7. EVALUATION OF PROPOSAL

The HUDCC shall use the following set of criteria to be responsive to the TOR:

- a. Experience and capability of the Consultant which includes records of previous engagements and qualities of performance of similar projects; relationship with previous and current clients; and overall work commitments, geographical distribution of current/impending projects and attention to be given by the Consultant – 50%
- b. Quality of personnel to be assigned to the project which covers suitability of key staffs to perform the duties for the project and general qualifications and competence including education and training of key staff – 30%
- c. Current work load relative to capacity – 20%

The deadline for submission of sealed bid documents will be on May 24, 2013, 10:00 AM, addressed to:

ASEC. DANIEL C. SUBIDO
Chairman
Bids and Awards Committee
15th Floor, BDO Plaza, 8737 Paseo De Roxas Avenue
Makati City

For more information, please contact Dir. Zacarias A. Abanes or Ms. Maritess Tumbado of the Administrative and Finance Group (AFG) 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.

ASEC. DANIEL C. SUBIDO
Chairman, BAC

For the BAC Chairman


ATTY. AVELINO D. TOLENTINO
Vice Chairman