



## **TOURISM PROMOTIONS BOARD**

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**Reference No. TPB-PR-117/2014**

### **REQUEST FOR PROPOSAL**

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit proposals for the **Consultancy Service Provider**:

### **PERSONNEL PLACEMENT TERMS OF REFERENCE**

#### **A. DEFINITION OF TERMS**

**CLIENT - TOURISM PROMOTIONS BOARD (TPB)**, a government agency with principal office at the 4/F Legaspi Towers 300, Roxas Blvd. Manila, desirous of utilizing the services and facilities of the **CONSULTANCY SERVICE PROVIDER** for providing technical assistance to conduct a competency assessment for TPB personnel.

**EXTERNAL SERVICE PROVIDER** – a professional service provider that will mobilize a project team to develop/administer instruments and materials for the competency assessment of TPB employees; to handle technical and administrative concerns; and to provide feedback/report to the **CLIENT** on the results of the assessment.

**EVALUATION FRAMEWORK** – process flow on how the **EXTERNAL SERVICE PROVIDER** will administer the assessment and selection process.

**SELECTION AND PLACEMENT GUIDELINES** - include basic policy, coverage, objectives, composition of the Selection and Placement Committee, procedures on information dissemination, pre-selection, application, selection process and its criteria, submission of short listed applicants, posting of the lists of selected/placed and affected personnel and appeals mechanism.

**SELECTION AND PLACEMENT COMMITTEE** – consists of officials, employees' representatives and other employees who are designated to undertake the selection and placement of personnel in the agency.

**COMPETENCY-BASED TRAINING NEEDS ASSESSMENT INSTRUMENT** – a tool to assess the current competencies of all employees and to identify their areas for improvement.

**COMPETENCY-BASED SCREENING INSTRUMENTS** – tools for identifying Competency Dimensions and exercises (written, oral, and case analysis) to be used for the selection of candidates per job group, mechanics for rating, and results calibration.

**PROJECT COST** – total cost with a guaranteed number of employees to be assessed. The amount represents Professional Service Fees, Out-of-Pocket Costs (test/evaluation materials, calibration meeting expenses, communication, transportation, printing, and other supplies).

**ADDED COST** - refers to the cost involved should the number of employees to be assessed exceed the guaranteed number of employees as indicated in the Project Cost.

**PROJECT DURATION** – refers to the time the project will commence (five working days upon receipt of the approved OSSP from GCG) until its completion (approximately ninety working days upon commencement) subject to the deadlines as indicated in the TPB Implementing Rules and Regulation on Placement.

## **B. ELIGIBILITY REQUIREMENTS**

Composition of Project Team:

1. Must have an extensive knowledge in civil service rules and regulations pertaining to re-organization and placement of personnel, and other related government regulations;
2. Must have at least 10 years of expertise in the field of personnel recruitment and selection, and targeted selection interview in particular;
3. Must have experience in the conduct of standardized tests, assessment and preparation of employment test reports;
4. Must be degree holders in Psychology, Management, Industrial Relations or related courses.

Legal and Technical Requirements:

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/references
5. PhilGEPs Certificate
6. Statement of Bidder's experience relevant to the deliverables in the Terms of Reference in the past ten (10) years

## **C. SCOPE OF WORK**

1. Screen and evaluate applicants for placement to the reorganized TPB based on the selection process provided by the Personnel Placement Committee (PPC). using the identified competencies for each job group and the targeted selection process;

2. Minimum number of employees to be screened is 75 broken down as follows:

SG 14 and below	-	9
SG 15 – 23	-	50
SG 24 – 26	-	14
SG 28	-	2

3. Provide / develop instruments that will be used in the screening / evaluation process (assessment tools, TNA, interview questionnaires, etc.);
4. Design rating instruments to be used by the PPC based on the general selection criteria provided;
5. Submit to the PPC the list of personnel who applied in the re-organized TPB inclusive of ranking, competency ratings and over-all assessment of their qualification vis-à-vis the position they are applying for.
6. Provide technical advice based on pertinent government regulation;
7. All matters relative to the screening and evaluation shall be held in confidence. Results or any concerns shall be referred to the TPB PPC for appropriate action.

#### **D. PROJECT COST**

Cost of the engagement is **FOUR HUNDRED NINETY THOUSAND PESOS (P490,000.00)** inclusive of taxes.

Bids exceeding the budget shall be disqualified.

For further information on the Terms of Reference (TOR), please refer to **Ms. Janet Canoy** at telephone numbers (02)524-5739 / 525-9318 loc. 216.

#### **INSTRUCTION TO BIDDERS:**

Please submit your Eligibility, Technical and Financial Proposal bids in sealed envelope addressed to the BAC Chairperson, to be submitted to the BAC Secretariat on April 10, 2014, 9:30 a.m. c/o Diana Sarmiento, Administrative Department, TPB, 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila.

The Tourism Promotions Board assumes no obligation whatsoever to compensate or indemnify the bidders for any expense that they may incur in the preparation of their bids. The Tourism Promotions Board also reserves the right to reject any of all bids to waive any defects found therein and to accept the bid most advantageous to the government.

**SOLITA D. SORIANO**

Chairperson

Bids and Awards Committee