



ASTI - FM 03-17
REV 2 / 31 January 2020

PURCHASE ORDER

Supplier:	CLEARVISION OUTSOURCING CONSULTANTS	PO No.:	23-08-149
Address:	A&M Bldg., Batasan Hills, Commonwealth Ave., Quezon City	PO Date:	August 1, 2023
TIN:	116-752-459-000	Mode of Procurement:	NP-53.9 Small Value Procurement

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101	Delivery Term:	Five (5) Months or Twenty (20) Weeks upon issuance of NTP
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Consultancy on Competency Framework 1. Background and Objectives</p> <p>1.1. DOST-ASTI seeks to initiate its transition to competency-based human resource system (CBHRS) under Civil Service Commission (CSC) Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and institute the program by developing a CBHRMS for the organization before the final quarter of 2023, as part of its priority programs. CBHRMS is a system for integrating all aspects of Human Resource Management and Development wherein employees are selected, evaluated, developed, moved and paid using a common measure/standard that supports organizational success. This shall require the engagement of a Consultant (third party) that will be primarily responsible for the development of CBHRMS.</p> <p>1.2. All and/or specific requirements of this procurement project are stipulated in the attached Terms of Reference (TOR). Should conflict arises between this Purchase Request and the TOR, the provisions stipulated in the latter shall prevail.</p> <p>2. Scope of Services 2.1. Pre-Implementation and Orientation 2.1.1. Review of Key Documents and Organizational Artifacts 2.1.2. Conduct of a CBHRMS Orientation Workshop that includes the following modules: 2.1.3. Review of CBHRMS CSC Standards 2.1.4. Roles and responsibilities of TWG 2.1.5. Validation of Competency Framework (based on documented desired amendments from TWG representatives) 2.1.6. Crafting of Competency Based Job Description 2.1.7. Basics of CSC PRIME-HRM 2.1.8. Submission of a Project Inception Report and</p>	1	P995,000.00	P995,000.00

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
CP Garcia Ave., Diliman, Quezon City 1101
Website : www.asti.dost.gov.ph
Email : info@asti.dost.gov.ph

Tel No. : +632 8249-8500
+632 8426-9755;
Fax No. : +632 8426-9764

Work Plan

2.2. Development of the DOST-ASTI Competency Based Human Resource Management System according to the standards of the Civil Service Commission

2.2.1. Crafting of the Initial Draft of the DOST-ASTI Competency Framework

2.2.2. Development of the DOST-ASTI CBHR components

2.2.3 Review/Revisions of the CBHR Components

2.3 Competency Assessment

2.3.1. Crafting of Competency Assessment Tools for the DOST-ASTI

2.3.2. Conduct of Competency Assessment

2.3.3. Crafting of the Final Set of Reports for the Project, in accordance with CSC / CSI requirements:

3.Output

3.1.The Consultant is expected to deliver the following reports/documents:

3.1.1. Competency Framework

3.1.2. Competency Catalogue

3.1.3. Competency Model

3.1.4. Position Profiles

3.1.5. Competency Based Job Descriptions

3.1.6. CBHRMS Manual / Guidebook

3.1.7. Competency Assessment Results

3.1.8. Operating Guidelines

4.Timeline

4.1.Services must commence ten (10) calendar days upon issuance of Notice to Proceed. Contract duration is five (5) months or twenty (20) weeks from the date of receipt of NTP..

4.2.See attached Terms of Reference (TOR), for detailed schedule/s.

5.Payment Terms

5.1.Price is inclusive of taxes and other charges.

5.2.Progressive payment shall be made only upon submission of reports/documents and certification/acceptance by the end-user to the effect that the services and outputs have been rendered and delivered, respectively, in accordance with this TOR.

5.3.Payment Schedules

5.3.1. Scope of Work/Service: Pre-Implementation and Orientation

Deliverable: Submission of Inception report and workplan

Payment: 15% of Total Contract Price

(TCP)

5.3.2. Scope of Work/Service: Development of the DOST-ASTI Competency-Based Human Resource System

Deliverable: Submission of Post Activity Report for the CBHRMS Orientation Workshop

Payment: 25% of TCP

5.3.3. Scope of Work/Service: Development of the DOST-ASTI Competency-Based Human Resource System

Deliverable: Submission of Validated / Ratified DOST-ASTI Competency-Based Human Resource System

Payment: 20% of TCP

5.3.4. Scope of Work/Service: Competency Assessment

	<p>Deliverable: Turn-over of Competency Assessment Tools for conduct of assessment activities Payment: 20% of TCP</p> <p>5.3.5. Scope of Work/Service: Competency Assessment Deliverable: Submission of CBHRMS Manual/Guidebook, Competency Assessment Results and Operating Guidelines Payment: 20% of TCP</p> <p>6. Other Terms 6.1. The Consultant shall not release any information or data obtained in the course of this consultancy to any person or entity without written consent from the DOST-ASTI. 6.2. All intellectual property, including studies, reports or other materials, models, spreadsheets, or otherwise, prepared, developed, or produced by the Consultant shall belong to and remain the property of the DOST-ASTI.</p> <p>(Please see attached offer.)</p>			
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TOTAL:				P995,000.00
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(Total Amount in Words)	Nine Hundred Ninety Five Thousand Pesos Only
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The contract price is inclusive of taxes and other fees or charges. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DOST-ASTI may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances and in accordance with the provisions of the latest implementing rules and regulations of RA 9184.


Conforme:

Very Truly Yours,

 (Signature over Printed Name of Supplier)


FRANZ A. DE LEON, Ph.D. Digital signed by Franz A. De Leon
 Director, DOST-ASTI

 (Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011021012023-08-000020</u>
Funds Available:	<u>PHP 995,000.00</u>	ORS / BURS Date:	<u>August 2, 2023</u>
		Amount:	<u>₱ 995,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



01 August 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. RAINELDA FELICITAS C. ZULUETA
 Lead Consultant & Proprietress
CLEARVISION OUTSOURCING CONSULTANTS
 A&M Bldg., Batasan Hills
 Commonwealth Ave., Quezon City

Dear Ms. Zulueta,

This Notice to Proceed is hereby issued for the following contract details:

Contract Name	: One (1) Lot Consultancy on Competency Framework
Purchase Request No.	: GAA-23-06-16909
Purchase / Work Order No.	: 23-08-149
Total Contract Price	: Php 995,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Nine Hundred Ninety Five Thousand Pesos

Upon issuance of this Notice, your company, **CLEARVISION OUTSOURCING CONSULTANTS** is hereby directed to commence the delivery of items and/or performance of services stipulated in the said Purchase Order which shall become due and demandable in accordance with the delivery schedule stipulated therein.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,


FRANZ A. DE LEON, Ph.D.
 Director

Digitally signed by Franz A. De Leon


DATE OF ISSUANCE:

August 03, 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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ASTI-FM 03-19
 REV 1 / 13 January 2020