



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for the "**Engagement of Consultant for the BOC Governance Scorecard**" in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project : **Engagement of Consultant for the BOC Governance Scorecard**

Location : **16th Street, Gate 3, Bureau of Customs, Port Area, Manila**

Approved Budget for the Contract: **Nine Hundred Seventy One Thousand Seven**

**Hundred Eighty Three Pesos and Twelve Centavos
(PhP971,783.12)**

Specifications :

The Bureau of Customs (BOC), an attached agency of the Department of Finance (DOF), with principal office address at the G/F OCOM Building, 16th Street, South Harbor, Port Area, Manila City, seeks to contract the services of a consultant which shall assist the Bureau in crafting and implementing governance reform programs.

PROJECT BRIEF

The BOC shall engage the services of a consultant to provide strategic planning facilitation services through an appropriate platform for designing, executing, monitoring, and sustaining strategy. Beyond operational effectiveness and to complement process improvements, such platform is expected to put premium on the strategic impact that an organization can make, given its mandate.

The BOC will be assisted by the consultant in the crafting of the BOC Strategy Map and Governance Scorecard to provide a long term direction and to be utilized as a framework that seeks to level up the BOC's delivery of its mandate. By pursuing a relevant strategy and institutionalizing necessary systemic changes and process enhancements, the BOC will be enabled to achieve greater heights and provide a higher quality of service to its stakeholders.

INTERVENTIONS

BOC shall engage consulting services for the following interventions to be undertaken within four (4) months:

INTERVENTION	DESCRIPTION	OUTPUTS
Strategic Positioning	The strategic position of BOC will be identified in order to set the overall direction for the strategy. In order to level-up the performance of the BOC, the strategic position will be translated into strategic goals that the organization will focus on. During the intervention, the impact that the organization seeks to generate from the strategic goals will be articulated in impact statements with corresponding indicators.	BOC Strategic Position BOC Strategic Goals BOC Impact Statements
Strategy Formulation	Based on the formulated strategic position of BOC, the strategy formulation will serve as an avenue to revisit and redefine BOC's Delivery Model, which will be the basis of the strategy. Strategic objectives that will comprise the BOC's Core and Support Processes will be determined to push forward the achievement of BOC's identified strategic goals. In light of the strategic goals and strategic objectives, deliverables for each key result area (KRA) given a certain timeline will be identified for the operationalization of the strategy. Measures/indicators of success will also be determined to properly track performance.	BOC Delivery Model/ Value Chain BOC Strategy Map BOC Strategic Deliverables
Score carding Session	The articulation of BOC's strategy map and strategic deliverables will be further fine-tuned to better reflect organizational realities. A governance scorecard at the enterprise level which consolidates the BOC's performance indicators and accompanying targets for each of its strategic objectives will also be developed for the monitoring of the BOC's progress in terms of strategy execution.	BOC Enterprise Scorecard
Cascading Session	The enterprise scorecard has to be cascaded down to the different levels of the organization. BOC will be guided in cascading its strategy to all Operating and Support units to help them link the enterprise scorecard to the Strategic Performance Management System (SPMS).	BOC Portfolio of Performance Commitments BOC Strategy harmonized SPMS
Organizational Assessment	The organizational assessment will gauge the readiness of the BOC for the Initiation Stage by assessing the maturity of the organization per particular PGS element. This process will allow the organization to identify the next steps the BOC should undertake in its bid for Initiation.	Organizational Assessment Report

Initiation PreRevalida	A run-through of the revalida presentation will be conducted with the head of the organization (or his/her chosen presenter) for initial comments or critiques to the manuscript or slide show presentation.	Refined Revalida Storyline
Initiation Revalida	Revalida is a public presentation to a chosen panel group. Passing the revalida will entitle the BOC to be conferred the PGS Initiated status.	Initiation Revalida Report

Interested consultants are required to submit their valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submitted), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before June 13, 2019, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

The BOC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact us at Telefax no. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

ATTY. FRANCIS T. TOLIBAS

Acting Chief, General Services Division

Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
Bureau of Customs
Port Area, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation for the project "**Engagement of Consultant for the BOC Governance Scorecard**", hereunder is our quotation/s for the items as follows:

INTERVENTION	DESCRIPTION	OUTPUTS	AMOUNT
Strategic Positioning	The strategic position of BOC will be identified in order to set the overall direction for the strategy. In order to level-up the performance of the BOC, the strategic position will be translated into strategic goals that the organization will focus on. During the intervention, the impact that the organization seeks to generate from the strategic goals will be articulated in impact statements with corresponding indicators.	BOC Strategic Position BOC Strategic Goals BOC Impact Statements	
Strategy Formulation	Based on the formulated strategic position of BOC, the strategy formulation will serve as an avenue to revisit and redefine BOC's Delivery Model, which will be the basis of the strategy. Strategic objectives that will comprise the BOC's Core and Support Processes will be determined to push forward the achievement of BOC's identified strategic goals. In light of the strategic goals and strategic objectives, deliverables for each key result area (KRA) given a certain timeline will be identified for the operationalization of the strategy. Measures/indicators of success will also be determined to properly track performance.	BOC Delivery Model/ Value Chain BOC Strategy Map BOC Strategic Deliverables	
Score carding Session	The articulation of BOC's strategy map and strategic deliverables will be further fine-tuned to better reflect organizational realities. A governance scorecard at the enterprise level which consolidates the BOC's performance indicators and accompanying targets for each of its strategic objectives will also be developed for the monitoring of the BOC's progress in terms of strategy execution.	BOC Enterprise Scorecard	

Cascading Session	The enterprise scorecard has to be cascaded down to the different levels of the organization. BOC will be guided in cascading its strategy to all Operating and Support units to help them link the enterprise scorecard to the Strategic Performance Management System (SPMS).	BOC Portfolio of Performance Commitments BOC Strategy-harmonized SPMS	
Organizational Assessment	The organizational assessment will gauge the readiness of the BOC for the Initiation Stage by assessing the maturity of the organization per particular PGS element. This process will allow the organization to identify the next steps the BOC should undertake in its bid for Initiation.	Organizational Assessment Report	
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Initiation Revalida	Revalida is a public presentation to a chosen panel group. Passing the revalida will entitle the BOC to be conferred the PGS Initiated status.	Initiation Revalida Report	

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/ Signature of Representative

Name of Company

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)