



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 Small Value Procurement for Individual Technical Consultant 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 : Procurement of Individual Technical Consultant  
Location : General Services Division OCOM  
South Harbor, Gate 3, Port Area, Manila  
Approved Budget for the Contract: One Hundred Ninety Five Pesos (Php 195,000.00)  
,inclusive of tax

### Specifications:

QTY	UNIT	DESCRIPTION
1	Lot	<p>Individual Technical Consultant (Compensation and Benefits)</p> <ul style="list-style-type: none"><li>➤ Objective: To undertake compensation and benefits survey for BOC that will serve as inputs to various initiatives and further studies to increased the compensation and benefits of BOC personnel.</li><li>➤ Deliverables:<ol style="list-style-type: none"><li>1. Matrix of current pay scale and other benefits/allowances of selected position titles in at least five (5)<ol style="list-style-type: none"><li>1.1. Government owned and controlled corporations</li><li>1.2. Government financial institutions</li><li>1.3. Private sector engaged in related industries</li><li>1.4. Equivalent international customs administration</li></ol></li><li>2. General recommendations/suggestions/ideas on how to reform the BOC compensation system.</li></ol></li><li>➤ Institutional Arrangement:<ol style="list-style-type: none"><li>1. The consultants will be working under the direction and supervision of the Salary Standardization Law (SSL) project team.</li><li>2. The specifications and positions titles to be surveyed will be agreed up on by the consultants and the Salary Standardization Law (SLL) project team</li><li>3. Weekly status report will be required</li><li>4. The final report as per deliverables shall be submitted to the Chairman, SLL Project team.</li></ol></li></ul>

		<ul style="list-style-type: none"> <li>➤ Minimum Qualification Required: <ul style="list-style-type: none"> <li>▪ A (Post-graduate) degree in HR Management or other HR-related discipline</li> <li>▪ Deep knowledge &amp; expertise in the field of strategic workforce analysis &amp; planning</li> <li>▪ Extensive experience in consultation services for comprehensive compensation study</li> <li>▪ 5 years experience as project manager/team leader</li> </ul> </li> </ul>

Service Term: One (1) month from signing of PO.

Interested consultant is required to submit their and current Curriculum Vitae (CV) and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before March 16, 2017, 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](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,



**JOSEPH G. ESCASIO**

Officer-in-Charge, Administration Office

Internal Administration Group



**PRICE QUOTATION FORM**


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 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, hereunder is our quotation/s for the items as follows:

<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1	Lot	Individual Technical Consultant (Compensation and Benefits) <ul style="list-style-type: none"> <li>➤ Objective: To undertake compensation and benefits survey for BOC that will serve as inputs to various initiatives and further studies to increased the compensation and benefits of BOC personnel.</li> <li>➤ Deliverables:               <ol style="list-style-type: none"> <li>1. Matrix of current pay scale and other benefits/allowances of selected position titles in at least five (5)                   <ol style="list-style-type: none"> <li>1.1. Government owned and controlled corporations</li> <li>1.2. Government financial institutions</li> <li>1.3. Private sector engaged in related industries</li> <li>1.4. Equivalent international customs administration</li> </ol> </li> <li>2. General recommendations/suggestions/ideas on how to reform the BOC compensation system.</li> </ol> </li> <li>➤ Institutional Arrangement:               <ol style="list-style-type: none"> <li>1. The consultants will be working under the direction and supervision of the Salary Standardization Law (SSL) project team.</li> <li>2. The specifications and positions titles to be surveyed will be agreed up on by the consultants and the Salary Standardization Law (SLL) project team.</li> </ol> </li> </ul>		

		<p>3. Weekly status report will be required</p> <p>4. The final report as per deliverables shall be submitted to the Chairman, SLL Project team.</p> <p>➤ Minimum Qualification Required:</p> <ul style="list-style-type: none"> <li>▪ A (Post-graduate) degree in HR Management or other HR- related discipline</li> <li>▪ Deep knowledge &amp; expertise in the field of strategic workforce analysis &amp; planning</li> <li>▪ Extensive experience in consultation services for comprehensive compensation study</li> <li>▪ 5 years experience as project manager/team leader</li> </ul>		
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Warranty: \_\_\_\_ months from the date of delivery

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 Consultant \_\_\_\_\_

Professional Licence No. \_\_\_\_\_

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