

Date: 22 June 2021

## SUPPLEMENTAL BID BULLETIN NO. 2

This Supplemental Bid Bulletin (SBB) No. 2 is issued to amend and clarify the following items in the Bidding Documents for the **Procurement of Consultancy Services for the Integration/Implementation of Competency Based Human Resource System (CBHRS)** (Project Reference No. 2021-PB-CS-CBHRS-018-01):

### Amendment to Section VI. Terms of Reference of the Bidding Documents

From:

#### VIII. PAYMENT SCHEME

The payment for this project shall be per tranches, subject to completion of the following deliverables:

Activities	Deliverables	Progress Billing	Date
1. Evaluation of PSALM's existing CBHRF, data collection and analyses	<ul style="list-style-type: none"> <li>Briefing and target setting conducted to PSALM HR personnel</li> <li>Provide initial assessment/ recommendation on the current competency model</li> <li>Facilitate Focus Group Discussions (FGD), conduct interview with Subject Matter Experts (SME), use concurrent data, review job literature and other assessment methodologies, as may be applicable</li> </ul>	25%	Within 30 days from receipt of invoice and issuance of certificate of acceptance by HRMDD

Activities	Deliverables	Progress Billing	Date
2. Recommend improvements in the CBHRF	<ul style="list-style-type: none"> <li>• Report on the recommended changes/ enhancement on the competency model as a result of the assessment conducted in the existing CBHRF</li>   <li>• Identify and define appropriate competency requirements for every job requirement/ position</li>   <li>• Identification of PSALM observable behaviors for the approved competencies</li>   <li>• Presentation of the proposed CBHRS to the PSALM Management</li> </ul>	25%	Within 30 days from receipt of invoice and issuance of certificate of acceptance by HRMDD
3. Provide direction on the implementation/ integration of CBHRS in HR systems	<ul style="list-style-type: none"> <li>• Formulated assessment tools and methodologies</li>   <li>• Recommend policies/guidelines on the application of CBHRS to HR systems</li> </ul>	<u>10%</u>	Within 30 days from receipt of invoice and issuance of certificate of acceptance by HRMDD
4. Finalization of PSALM CBHRS	<p>Project Report</p> <p>Completed CBHRS and approved by the PSALM Management</p> <p>Training of HR personnel on the output interpretation</p>	30%	Within 30 days from receipt of invoice and issuance of certificate of acceptance by HRMDD

The payment for the consultancy service shall be on a send bill arrangement upon submission of the aforementioned deliverables and receipt of the Statement of Account addressed to the Department Manager of the Human Resource and Administrative Services Department. The payment for the 5<sup>th</sup> tranche shall be subject to the issuance of the Certificate of Final Acceptance.

To:

### VIII. PAYMENT SCHEME

The payment for this project shall be per tranches, subject to completion of the following deliverables:

Activities	Deliverables	Progress Billing	Date
1. Evaluation of PSALM's existing CBHRF, data collection and analyses	<ul style="list-style-type: none"> <li>Briefing and target setting conducted to PSALM HR personnel</li> <li>Provide initial assessment/ recommendation on the current competency model</li> <li>Facilitate Focus Group Discussions (FGD), conduct interview with Subject Matter Experts (SME), use concurrent data, review job literature and other assessment methodologies, as may be applicable</li> </ul>	25%	Within 30 days from receipt of invoice and issuance of certificate of acceptance by HRMDD
2. Recommend improvements in the CBHRF	<ul style="list-style-type: none"> <li>Report on the recommended changes/ enhancement on the competency model as a result of the assessment conducted in the existing CBHRF</li> </ul>	25%	Within 30 days from receipt of invoice and issuance of certificate of acceptance by HRMDD

Activities	Deliverables	Progress Billing	Date
	<ul style="list-style-type: none"> <li>• Identify and define appropriate competency requirements for every job requirement/ position</li> <li>• Identification of PSALM observable behaviors for the approved competencies</li> <li>• Presentation of the proposed CBHRS to the PSALM Management</li> </ul>		
3. Provide direction on the implementation/ integration of CBHRS in HR systems	<ul style="list-style-type: none"> <li>• Formulated assessment tools and methodologies</li> <li>• Recommend policies/guidelines on the application of CBHRS to HR systems</li> </ul>	<u>20%</u>	Within 30 days from receipt of invoice and issuance of certificate of acceptance by HRMDD
4. Finalization of PSALM CBHRS	<ul style="list-style-type: none"> <li>• Project Report</li> <li>• Completed CBHRS and approved by the PSALM Management</li> <li>• Training of HR personnel on the output interpretation</li> </ul>	30%	Within 30 days from receipt of invoice and issuance of certificate of acceptance by HRMDD

The payment for the consultancy service shall be on a send bill arrangement upon submission of the aforementioned deliverables and receipt of the Statement of Account addressed to the Department Manager of the Human Resource and Administrative Services Department. The payment for the 4<sup>th</sup> tranche shall be subject to the issuance of the Certificate of Final Acceptance.

All relevant provisions of the Bidding Documents affected by the above amendments are hereby modified accordingly.

For the guidance and information of all concerned.



**GLENN B. SANTOS**  
BAC Chairperson

Please acknowledge by signing on the space indicated below:

Received by:

Name of the Bidder/Company: \_\_\_\_\_  
Name of Authorized Representative/s: \_\_\_\_\_  
Signature/s: \_\_\_\_\_  
Date: \_\_\_\_\_