



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	8034636
<b>Procuring Entity</b>	PHILIPPINE RICE RESEARCH INSTITUTE
<b>Title</b>	Procurement of Consultancy Services for PRIME-HRM (OMO-01/PR# 2021-09-5217)
<b>Area of Delivery</b>	Nueva Ecija

<b>Solicitation Number:</b>	2021-09-5217	<b>Status</b>	<b>In-Preparation</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Consulting Services	<b>Document Request List</b>	0
<b>Category:</b>	Consulting Services	<b>Date Published</b>	28/09/2021
<b>Approved Budget for the Contract:</b>	PHP 180,000.00	<b>Last Updated / Time</b>	27/09/2021 21:22 PM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	01/10/2021 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Glenda Dela Cruz Ravelo PPMD Division head Maligaya Science City of Muñoz Nueva Ecija Philippines 3119 63-44-4560394 Ext.662 63-44-4560650 gdcravelo@philrice.gov.h		

#### Description

1 lot Consultancy Services to facilitate the preparation of PRIME-HRM level III accreditation for the months of September-December 2021

Position Title: HUMAN RESOURCE EXPERT

Duration: September to December 2021

Contract Amount: 180,000.00

Basis: 1. Highly competent HR practitioner with expertise in handling Human Resource Management; 2. With managerial experience (atleast SG 26 or its equivalent)

#### POSITION REQUIREMENTS:

1. With vast experience and knowledge in Civil Service laws and rules.
2. With knowledge on coaching and mentoring in PRIME-HRM accreditation.
3. Atleast Masters Degree Holder.
4. With atleast 30 year's experience in government service.
5. Hands on consultant and lecturer in various topics; Human Resource Systems (Recruitment, Selection and Placement, Learning and Development, Rewards and Recognition and Performance Management). Strategic Performance Management and other HR topics.

TERMS OF REFERENCE The HR EXPERT shall support the objectives of PhilRice to include the following tasks:

1. Mentoring and consulting services through virtual conferences, meetings, conversations until such time that the government allows travel.
  - a. Provide continuing mentorship and capability-building to all concerned Staff (CES and branch stations through on-line trainings and workshops on improving their Human Resource Management Systems and Processes;
  - b. Guide and mentor the HR team in the compliance and implementation of the following systems: Recruitment,

Selection and Placement, Learning and Development, Rewards and Recognition and Performance Management.

- c. To shepherd the HR team in the review of evidence requirements needed in the application for the PRIME level III accreditation.
- d. Review the Succession Plan and Career Pathing documents of PhilRice

2. Roles and Responsibilities
  - a. Provide guidance/direction/support/instructions towards the overall delivery and completion of the Calendar of Activities during the duration of this Contract of Consultancy;
  - b. Have virtual meetings/conversations/conferences atleast once a week or as the need arises;
  - c. Submit Monthly Accomplishment Report
3. Ensure strict confidentiality on the use and disposition of all documents, interview records, and other project documents acquired during engagement

**Other Information**

For more inquiries, please contact:

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