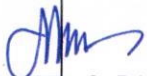# PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
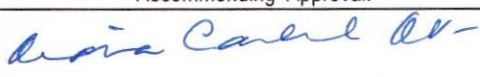(Agency)

Department: **Employee Competency Committee**	PR No.: 025-05-068	Date: <u>May 29, 2025</u>
Section:	SAI No.	Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount

1	lot	**Procurement of Consulting Services for Contractor-LED Competency Assessment**
		Rationale:
		The OSG intends to procure the services of a qualified organizational development consulting group to render technical assistance to quickly gain competency insights by devleoping the necessary competency assessment tools or process and facilitate such tool for the Office based on the approved competency frameworks.
		
		Scope of Work and Delivarables:
		Phase 1: Document Analysis
		    Review of OSG's competency model and position profiles
		        - Inception Report
		        - Work Plan
		Phase 2: Assessment Tools Development
		    Designing Surveys or assessment center tools to effectively measure competencies
		        - Competency Assessment Tool
		Phase 3: Deployment
		    Administering surveys using the Multi-Rater Survey. This relies on survey dissemination and collection.
		        - Completion of survey dissemination
		        - Completion of data collection
		Phase 4: Analysis, Reporting and Presentation
		    Analysis of the results of the collected data, documentation/techical reporting and presentation to the OSG Employee Competency Committee.
		        - Analysis of the result of the collected data per position profile
		        - Calibration per position profile with representative - incumbent position holders via online for consistent application of the tool.
		        - Submission of Final Competency Assessment Report with Recommendations and Suggested L&D Interventions
		        - Submission of Terminal Report
		
		Please se attached Terms of Reference (TOR) for the following:
		    I. Rationale
		    II. Approved Budget for the Contract
		    III. Scope of Work and Deliverables
		        A. Phase 1
		        B. Phase 2
		        C. Phase 3
		        D. Phase 4
		        E. Documentary Requirements
		        F. Project Duration
		        G. Qualification Requirements
		        H. Mode of Procurement
		        I. Turnover and Confidentiality of Materials Used in Relation to the Project
		        J. Schedule of Payment
		        K. Reservation Clause
		        L. Warranties of the Consultant
		        M. Other Provision
		
		    Attached: Memorandum and Terms of Reference (TOR) from the Employee Competency Committee headed by ASG Diana H. Castaneda-De Vera, Chairperson
			1	Php 1,468,000.00
				VAT Included
					Php 1,468,000.00

FUNDS AVAILABLE:

MARIA ADELUEZA O. DACANAY
Officer-in-Charge
Financial Management Service

Amount in Words:	**ONE MILLION FOUR HUNDRED SIXTY EIGHT THOUSAND PESOS**	Php 1,468,000.00
Purpose:	**For use of Employee Competency Committee**	

Prepared by:	Recommending Approval:	Approved by:
MAY RAQUEL M. TONOG	**DIANA H. CASTAÑEDA-DE VERA**	**DARLENE MARIE B. BERBERABE**
Administrative Officer V	Assistant Solicitor General	Solicitor General