



DEPARTMENT OF ENERGY
 (Kagawaran ng Enerhiya)
 Energy Center, Rizal Drive Bonifacio
 Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-0914-0125
Purchase Request No.:	

REQUEST FOR QUOTATION

Title of Procurement/End-user	:SERVICES OF LEAD TRAINING FACILITATOR WITH TRAINING ASSISTANTS FOR THE CONDUCT OF 2024 ADMINISTRATIVE SERVICES' STRATEGIC THINKING & EXECUTION PLANNING (S.T.E.P.) WORKSHOP ON OCTOBER 2-4, 2024
Approved Budget for the Contract	: Php200,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Please refer to RFQ below
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **17 SEPTEMBER 2024, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications		Total ABC
	Description/ Specification:	
	<p>I. Name of the Procurement</p> <p>Services of Lead Training Facilitator with Training Assistants for the Conduct of 2024 Administrative Services' Strategic Thinking & Execution Planning (S.T.E.P.) Workshop on October 2-4, 2024.</p> <p>ABC: Php200,000.00</p> <p>II. Objective</p> <p>To facilitate the Conduct of 2024 Administrative Services' Strategic Thinking & Execution Planning (S.T.E.P.) with Team Strengthening Workshop.</p> <p>The overall purpose of this assignment is to improve staff productivity and performance at the workplace by conducting various fun, challenging and engaging activities to strengthen team spirit, trust and collaboration among staff members. The assignment also includes improving staff communication, conflict resolution, team morale and adapting to the organizational changes.</p>	PHP200,000.00

III. Qualification of Lead Facilitator:

- a) Extensive experience in following area:
 - Plan formulation
 - Strategy execution
 - Corporate governance
 - Change management
 - Operations Management Planning
 - Productivity Improvement
- b) Must be in the field of L&D programs, and consulting services for at least 10 years.
- c) Must have provided for at least one (1) Learning and Development intervention to any of the following: National Government Agencies (NGAs), Government Financial Institutions (GFIs), and Government-Owned and Controlled Corporations (GOCCs) within the last five (5) years;
- d) Must be a certified learning facilitator or has membership in professional organization, such as:
 - a. Civil Service Commission (CSC)
 - b. Professional Regulatory Commission (PRC) as a Continuing Professional Development (CPD) Providers
 - c. The Philippine Society for Talent Development (PSTD)
 - d. The Philippine Society for Training and Development Foundation Inc. (PSTDFI)
 - e. Commission on Higher Education
- e) Must be proficient in both English and Filipino language. Proof of English and/or Filipino proficiency shall be required of facilitators whose native language is not English and Filipino
 - i. Can express ideas fluently and spontaneously without much obvious searching for expressions or terminologies.
 - ii. Can use language flexibly and effectively for social, academic and professional purposes.
 - iii. Can produce clear, well-structured, detailed text on complex topics, showing controlled use of organizational patterns, connectors and cohesive devices (i.e. relationships of parts of texts and concepts/ideas).

Languages	Level of Proficiency per Language Skill		
	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Filipino	Excellent	Excellent	Excellent

- f) Submit a valid Mayor's Permit, Income or Business Tax Return and Notarized Omnibus Sworn Statement, statement of any government and private engagement/contracts completed which are similar in nature;
- g) Must be PhilGEPS registered.
- h) Company Profile, Comprehensive curriculum vitae, certification and licenses must be present together with the quotation.
- i) Program design must be submitted together with the quotation/proposal. Non-submission of design in the proposal is a ground for disqualification.

IV. Coverage of the Facilitation Service

The Lead Facilitator shall conduct and manage the Administrative Services' Strategic Thinking & Execution Planning (S.T.E.P.) Workshop. The Lead Facilitator shall provide substantive inputs through its own analysis of the AS's targets, operation, organization and structure. Specifically, the Lead Facilitator is expected to:

1. Pre-Planning Stage

Formulate the planning program that clearly defines the process approach, and tools to fulfill the objectives and present the same to the AS management team.

2. Planning Stage

- a) Present the workshop objectives and explain the planning process;
- b) Discuss and explain the key outputs and deliverables;
- c) Steer the participants through each step of the planning process;
- d) Lead the conduct of analysis of the impact on AS strategic direction/plans, and be able to discuss, relate and explain relationships of each component of strategic objectives and measure/targets supporting plan;
- e) Manage time while encouraging discussion ensuring all comments and inputs are heard during the discussion;
- f) Lead in processing workshop inputs, catch-up plans & alignment of WFP and its readiness to support the administrative needs of the agency
- g) Summarize and synthesize discussion.

3. Post Planning Stage

Provide a terminal report containing the following:

- a) Summary of discussions and main agreement on 2025-2028 Work and Financial Plan
- b) Recommendations for post-workshop undertaking to plan follow-through activities
- c) Prepare and submit a team building report with follow-up activities/recommendations.

4. Activities/ Deliverables

- a) Prepare and conduct fun and productive activities involving all staff (both indoor and outdoor) that promote team spirit and encourage an understanding of the role of teams in the work environment.
- b) Facilitate discussions and formation of recommendations on improving interpersonal communication skills (internal communications, external communications, and confidentiality).
- c) Staff equipped with suitable solutions to deal with on-going organizational changes
- d) Staff morale boosted

V. SERVICE PROVIDER'S RESPONSIBILITIES

- a) Develop program design and contents with final approval of the Client.
- b) Prepare PowerPoint presentation and necessary handouts and teambuilding materials for the participants on the basis of the approved training design.
- c) Deliver the entire duration of the training program for 100 DOE employees.
- d) Total session hours of 16-hours, face-to-face, and live-in arrangement. (venue will either be in the vicinity of Tanay or Rizal).
- e) Prepare a training delivery schedule with a full itinerary of the events.
- f) Select a Lead Facilitator and assign Training Assistant to deliver training sessions. Training Assistant (separate from the lead facilitator) to support the Lead Facilitator in all logistical requirements of the session.
- g) One twin sharing accommodation and transportation will be provided by the client.
- h) Provide training materials and organize other necessary arrangements for the participants to attend the training.
- i) Prepare and submit the training reports for the program with Training Certificates and photographs of the participants.
- j) Submit the final training documents (manual and power point slides, group work exercise etc.) and documentation.

	<p>VI. Duration of Service</p> <p>The facilitator shall report and make itself available on the meeting and workshop schedules agreed with the Administrative Service.</p> <p>The workshop will be for two days, that is, from 2nd to 3rd October 2024, under the supervision of the Human Resources Officer.</p> <p>VI. Terms of Payment</p> <p>The facilitator will issue a billing statement for the agreed services after completion of the and submission of the terminal report and issuance of Certificate of Acceptance by the AS Director. Payment shall be processed within thirty (30) days upon completion of delivery of all training programs or services, submission of all required documents and issuance of end-user's certificate acceptance.</p>	
<p>General Conditions:</p> <ol style="list-style-type: none"> 1. Quotation shall be valid for sixty (60) days from submission 2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable) 3. The following documents shall be attached/included in the submission of proposal/quotation: <ol style="list-style-type: none"> a) Mayor's / Business Permit b) PhilGEPS Registration Number/Certificate c) Income /Business Tax Return (For ABCs above 500k) d) Omnibus sworn Statement (Annex C) 4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee. 5. The Supplier shall clearly state the company name and account name for payment. 6. The price quoted is inclusive of all taxes and other charges. 7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR. 		

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Company Logo/Letterhead

Date : _____
 Company Name : _____
 Procurement Title : _____
 Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
 Delivery Location : Department of Energy Main Office, BGC Taguig City
 Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. **(If applicable)**
3. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number
 - c) Income / Business Tax Return
 - d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.

7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

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

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative

Company Name/Business name that will be used in the Notice of Award and Purchase Order/Notice to Proceed

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]