



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

RFQ No.	RFQ-02-0101-2025-01-0020-0306-0009
Purchase Request No.:	02-0101-2025-01-0020

REQUEST FOR QUOTATION

Title of Procurement/End-user	Service for Program Facilitator and Supply of Training Materials for Core Programs for the DOE Employees
Approved Budget for the Contract	: Php890,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: As per schedule
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 **10 March 2025, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications

PROGRAM	ACTIVITY / PROGRAM TITLE	ABC
1	Managing Diversity using DISC / Conflict Management	90,000
2	Work Attitude and Values Enhancement (W.A.V.E.)	160,000
3	Public Speaking and Effective Presentation (PSEP)	160,000
4	Improving Your Technical Writing Skills (ITWS)	160,000
5	Advance Business Writing	160,000
6	Skills Training for Administrative Assistant	160,000
TOTAL ABC:		890,000

I. BACKGROUND

The **Department of Energy (DOE)**, hereunto referred to as the **CLIENT**, needs the services of a duly licensed/registered, capable, competent, and stable training provider which specializes in employee development programs for DOE employees for better productivity and to yield quality results from engaged, encouraged and motivated workforce of the **CLIENT**.

II. SCOPE OF WORK / BRIEF DESCRIPTION OF THE ASSIGNMENT

a) The **Service Provider** will design a specialized employee development program for the DOE employees, as follows.

PROGRAM	ACTIVITIES	PROGRAM DETAILS		
		Number of Session	Number of pax per session	Number of day/s per session
1	Managing Diversity using DISC / Conflict Management	1	25	1
2	Work Attitude and Values Enhancement (W.A.V.E.)	2	25	1
3	Public Speaking and Effective Presentation (PSEP)	1	25	2
4	Improving Your Technical Writing Skills (ITWS)	1	25	2
5	Advance Business Writing	1	25	2
6	Skills Training for Administrative Assistant	1	25	1

b) The **Service Provider** will provide toolkit, to enable the learners carry out the learning and enable them to maximize results of the programs.

**Bidding is per item*

III. KEY QUALIFICATIONS OF THE SERVICE PROVIDER (may either be a company/firm or individual trainer/facilitator)

SERVICE PROVIDER/COMPANY/FIRM

- a) To guarantee quality results, the provider must be Certified, accredited, and affiliated with any of the following:
 - i. ISO 9001:2015-certified service provider
 - ii. Civil Service Commission (CSC)
 - iii. Professional Regulatory Commission (PRC) as a Continuing Professional Development (CPD) Providers
 - iv. The Philippine Society for Talent Development (PSTD)
 - v. The Philippine Society for Training and Development Foundation Inc. (PSTDFI)
- b) PhilGeps Registration
- c) Must be in the field of L&D programs, and consulting services for at least 15 years.
- d) 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;
- e) Submit a valid Mayor’s Permit, Latest Income or Business Tax Return and Notarized Omnibus Sworn Statement.
- f) Company Profile, Certification and licenses must be present together with the quotation.
- g) Program design must be submitted together with the quotation/proposal. Non-submission of design in the proposal is a ground for disqualification.

LEAD FACILITATOR/TRAINER/INDIVIDUAL BIDDERS

PROGRAM	ACTIVITIES	QUALIFICATIONS
1	Managing Diversity using DISC/Conflict Management	<ul style="list-style-type: none"> a) Must have at least five (5) years of experience in conducting work attitude programs, Communication and Culture training, or Employee Relations, and Well-being in the government and private sector. b) With a total of ten (10) years of successful experience in employee training, professional development and adult learning facilitation. c) With related Certifications or Trainings attended, such as along the area of Communication, Adult Facilitation, Instructional Design and Curriculum Development, Leadership Development.
2	Work Attitude and Values Enhancement (W.A.V.E.)	<ul style="list-style-type: none"> a) Must have at least five (5) years of experience in conducting work attitude programs, Communication and Culture training, or Employee Relations, and Well-being in the government and private sector. b) With a total of ten (10) years of successful experience in employee training, professional development and adult learning facilitation. c) With related Certifications or Trainings attended, such as along the area of Communication, Adult Facilitation, Instructional Design and Curriculum Development, Leadership Development.
3	Public Speaking and Effective Presentation (PSEP)	<ul style="list-style-type: none"> a) Must have the expertise to conduct the public speaking and presentation skills program in the government and private sectors. a) With related Certifications on Trainings attended, such as along the area of Training the Trainers, Effective Presentations Skills Training Courses, Public Speaking Mastery, etc. b) With at least five (5) years of experience in conducting public speaking and effective presentation skills c) Must be a certified learning facilitator who can actually produce and effectively measure competencies essential for the employee's success.
4	Improving Your Technical Writing Skills (ITWS)	<ul style="list-style-type: none"> a) Must have the expertise to conduct the technical writing skills program in the government and private sectors. b) With related Certifications on Trainings attended, such as along the area of Technical Writing Courses, Professional Technical Writing, etc. c) With at least five (5) years of experience in conducting technical writing skills program. d) Must be a certified learning facilitator who can actually produce and effectively measure competencies essential for employee success.
5	Skills Training for Administrative Assistant	<ul style="list-style-type: none"> a) Must have at least five (5) years of experience in conducting Skills Training for Administrative Assistant in the government and private sector. b) With a total of ten (10) years of successful experience in employee training, professional development and adult learning facilitation. c) With related Certifications or Trainings attended, such as along the area of Communication, Adult Facilitation, Instructional Design and Curriculum Development, Leadership Development. a) With at least five (5) years of experience in conducting skills program including Word Processing, Data Entry, Organization and Management Skills, Time Management. b) Must be a certified learning facilitator who can actually produce and effectively measure competencies essential for employee success.
6	Problem Solving & Decision Making	<ul style="list-style-type: none"> a) Must have the expertise to conduct Organizational Problem Solving and Decision-Making Programs in the government and private sectors. b) With related Certifications on Trainings attended, such as along the area of Organizational Development Process, etc. c) With at least five (5) years of experience in OD interventions such as but not limited to human process interventions, technostructural

interventions, HRM interventions, and strategic change interventions.
 d) Must be a certified learning facilitator who can actually produce and effectively measure competencies essential for employee success.

- h) Must be a certified learning facilitator and 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
- i) 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; and
- j) Submit a valid Curriculum vitae, BIR Registration, PhilGeps registration, and Notarized Omnibus Sworn Statement.
- k) Company Profile, Certification and licenses must be present together with the quotation.
- l) 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

- m) Comprehensive curriculum vitae, certification and licenses must be present together with the quotation.
- n) Program design must be submitted together with the quotation/proposal. Non-submission of design in the proposal is a ground for disqualification.

IV. SERVICE PROVIDER’S RESPONSIBILITIES

- a) Develop Course outline and contents for a complete training program, with final approval of the Client.
- b) Prepare PowerPoint presentation and necessary handouts for the participants on the basis of the approved training manual.
- c) Deliver the entire duration of the training program for 25-30 DOE employees per session.
- d) Prepare a training delivery schedule with a full itinerary of the events.
- e) 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.
- f) Provide training materials and organize other necessary arrangements for the participants to attend the training.
- g) Prepare and submit the training reports for the program with Training Certificates and photographs of the participants.
- h) Submit the final training documents (manual and power point slides, group work exercise etc.) and documentation.

V. IMPLEMENTATION DETAILS AND PAYMENT SCHEDULE

The Service Provider shall consult and coordinate with the Learning and Development Section of the Human Resource Management Division of DOE to accomplish the assignment successfully.

PROGRAM	ACTIVITIES	TENTATIVE TRAINING DATE
1	Managing Diversity using DISC / Conflict Management	April 08, 2025
2	Work Attitude and Values Enhancement (W.A.V.E.)	April 03, 2025
3	Public Speaking and Effective Presentation (PSEP)	April 28-30, 2025
4	Improving Your Technical Writing Skills (ITWS)	April 23-24, 2025
5	Advance Business Writing	July 23-24, 2025
6	Skills Training for Administrative Assistant	July 01-02, 2025

ITEM	SCHEDULE OF ASSIGNMENT OF SERVICE PROVIDER
1	Inception Meeting Presentation of the goals, objective and approach of the Workshop
2	Development Course outline and contents of the Core Programs includes training materials, presentations & hand-outs
3	Planning for the session
4	Conduct of the training program
5	Reporting: Training reports for the program with Training Certificates and photographs of the participants; Final training documents (manual and power point slides, group work exercise etc.) and documentation

Venue/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 training programs or services, submission of all required documents and issuance of end-user's certificate acceptance.

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. **(As stated in the Terms of Reference/ Specifications)**
3. The following documents shall be attached/included in the submission of proposal/quotation:
 - 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.
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. **(As stated in the Terms of Reference/ Specifications)**
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 and
Address 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]