



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS-registered suppliers and interested parties to participate and submit their lowest price quotation on the project listed below, subject to the provisions of the Terms of Reference (TOR):

NAME OF PROJECT	Program Facilitators including Customized Indoor Programs and Synthesis for the 2023 IC Mid-Year Performance Review and Planning and Teambuilding Workshop
REFERENCE NO./PURCHASE REQUEST (PR) NO.	PR No. 2023-08-249
APPROVED BUDGET FOR THE CONTRACT (ABC)	PHP 950,000.00 inclusive of VAT and all other applicable taxes and charges


The sealed quotation may be submitted personally or through e-mail not later than **14 August 2023, 10:00 AM** to the Insurance Commission through the contact information provided below:


Contact Person : **Mr. Mark Franklin M. Sanchez**
IC Planning Officer III

Office Address : 2/F Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila

Telephone Nos. : (+632) 8-523-8461, local 144

E-Mail : mfm.sanchez@insurance.gov.ph


GREGORY VINCENT O. FERRER
IC Division Manager
Planning and Management Division


REVELYN R. MOJICA
IC Division Manager
Human Resource Division



TERMS OF REFERENCE

Program Facilitators including Customized Indoor Programs and Synthesis for the 2023 IC Mid-Year Performance Review and Planning and Teambuilding Workshop (P.R. No. 2023-08-249)

I. SCOPE AND JOB SPECIFICATIONS

The prospective service provider shall submit a quotation inclusive of all requirements relative to the **Conduct and Facilitation of the 2023 IC Mid-Year Performance Review and Planning and Teambuilding Workshop** on **16 & 17 August 2023**, with the following specifications:

<i>Description/Specifications</i>	<i>Quantity and Unit</i>
Program Facilitators including Customized Indoor Programs and Synthesis for the 2023 IC Mid-Year Performance Review and Planning and Teambuilding Workshop	1 lot
1. Facilitators shall formulate a customized indoor program composed of the following: <ul style="list-style-type: none">a. Leadership Empowerment: Mid-Year Performance Review and Planning Workshop<ul style="list-style-type: none">i. Agency Assessment and Insighting: Creation of action plans through a systematic analysis and prioritization which will help focus on what is more value adding to the organizationii. Facilitator-led workshop inclusive of conceptualization, creatives, customization, and structured learning experienceiii. Workshop duration: 12 hours (1 and ½ days) for 80 participants (IC Executive Committee, Directors, Division Managers and Supervisors)iv. Date: 16 August 2023 (Whole day) & 17 August 2023 (AM)v. Requirements: 1 Lead Facilitator, 1 Co-Facilitator and 2 Training Associatesb. Organizational Alignment: Teambuilding Workshop<ul style="list-style-type: none">i. Facilitator-led teambuilding workshop inclusive of conceptualization, creatives, customization, and structured learning experience	

Description/Specifications	Quantity and Unit
<ul style="list-style-type: none"> ii. Workshop duration: 4 hours (½ day) for 200 participants iii. Date: 17 August 2023 (PM) iv. Requirements: 1 Lead Facilitator, 1 Co-Facilitator and 8-10 Marshalls <ol style="list-style-type: none"> 2. Facilitators shall conduct a Needs Analysis to determine the appropriate learning and development (L&D) methods and tools to be used in the facilitation of the customized indoor programs. The L&D methods, as far as practicable, must be anchored on Neuro-Linguistic Programming (NLP) applied for personal/professional and organizational development. The Lead Facilitators must be Certified NLP Coaches and Practitioners. A copy of the Certificate of Accreditation/Membership as Approved Trainer of the International Trainers & Coaching Academy (ITCA NLP) must be submitted together with the requirements enumerated in Item II (2) herein. 3. The facilitators shall integrate inputs/outputs and conduct synthesis at the end of each activity. They shall collect relevant responses from participants during the activities to formulate a collective idea on achieving IC's targets/objective effective public service and teamwork. 4. Facilitators shall submit an evaluation report to IC within fifteen (15) days after the conduct of the 2023 IC Mid-Year Performance Review and Planning and Teambuilding Workshop. Post-workshop meeting/s shall be conducted to discuss the results of the workshop. 5. The price quotation must include all expenses for program logistics, such as production of workshop materials, communication, transportation, per diem, health and safety mandatories. 6. The service provider must be a Recognized Learning and Development Institution of the Civil Service Commission (CSC), based on the published list as of 24 April 2023. 7. A copy of the Program Outline must also be submitted together with the requirements enumerated in Item II (2) herein. Rating factors shall be used in the evaluation of the design and outline of the program vis-à-vis the results of the Needs Analysis and/or IC's requirements (Annex A: Table of Rating Factors). 	

II. GENERAL CONDITIONS

1. All entries in the quotation must be typewritten on the company's letterhead, duly signed by the supplier/dealer or its duly authorized representative (**Annex B: Reply Slip**).
2. The sealed quotation shall be submitted to IC, together with the following documentary requirements:
 - a. Certified true copy of the company's PhilGEPS Registration
 - b. Certified true copy of the 2023 Mayor's/Business Permit
 - c. Certified true copy of the Latest Income/Business Tax Return
 - d. Notarized Omnibus Sworn Statement (**Annex C- Omnibus Sworn Statement**)
 - e. Copy of the Certificate of Accreditation/Membership as Approved Trainer of the International Trainers & Coaching Academy (ITCA NLP)
 - f. Program Outline
3. Only those with complete documents and received within the deadline shall be evaluated and considered for the project. Quotations over the Approved Budget for the Contract shall likewise be disqualified.
4. The sealed quotation may be submitted personally or through e-mail not later than **14 August 2023, 10:00 AM** to the IC through the contact information provided below:

Contact Person	:	Mr. Mark Franklin M. Sanchez IC Planning Officer III
Office Address	:	2/F Insurance Commission Building 1071 United Nations Avenue, Ermita, Manila
Telephone Nos.	:	(+632) 8-523-8461, local 144
E-Mail	:	mfm.sanchez@insurance.gov.ph

III. EVALUATION AND SELECTION CRITERIA

Proposals shall be evaluated in accordance with Annex A: Table of Rating Factors. The IC reserves the right to reject any or all Quotations/Bids, to annul the procurement process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

IV. AWARDING OF CONTRACT

For verification and validation purposes, the bidder with the Lowest Calculated Bid (LCB) shall be required to present the original copies of the following documents, prior to the awarding of the contract:

1. Mayor's Business Permit
2. Latest Income / Business Tax Return
3. Proof of PhilGEPS Registration Number
4. Notarized Omnibus Sworn Statement

The quoted price must be valid for one hundred twenty (120) days and should not be subject to change/increase during the implementation of the contract.

V. COMPLIANCE WITH DATA PRIVACY


The service provider shall ensure compliance with the Data Privacy Act and agrees to hold in confidence any information received by them from the IC during the course of the engagement and further agrees not to disclose such information to any third party unless (a) the IC gives its prior written authorization, (b) applicable laws require the service provider to disclose or otherwise reveal such information, or (c) such information subsequently becomes part of public domain.

VI. PAYMENT TERMS

The payment for the services rendered shall be made within thirty (30) days upon issuance of the billing statement by the supplier and corresponding Certificate of Satisfactory Service/Acceptance by IC.

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.

The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.


GREGORY VINCENT O. FERRER
IC Division Manager
Planning and Management Division


REVELYN R. MOJICA
IC Division Manager
Human Resource Division

ANNEX A: TABLE OF RATING FACTORS

Program Facilitators including Customized Indoor Programs and Synthesis for the 2023 IC Mid-Year Performance Review and Planning and Teambuilding Workshop

Name of Service Provider:			
Rating Factors		Weight	Rating
I	Understanding of program objectives	30%	
II	Appropriateness of activities based on IC's requirements	20%	
III	Qualification of facilitators	20%	
IV	Vendor impression	20%	
V	Price offer	10%	
Overall Rating		100%	

Rated by:

Printed Name and Signature
Position Title
Division

ANNEX B: REPLY SLIP

Name of Service Provider : _____
Address : _____
Contact Information : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their price quotation for the **Program Facilitators including Customized Indoor Programs and Synthesis for the 2023 IC Mid-Year Performance Review and Planning and Teambuilding Workshop**, subject to the terms and conditions stated in the Terms of Reference (TOR):

Item and Description	Quantity and Unit	Total Cost
Program Facilitators including Customized Indoor Programs and Synthesis for the 2023 IC Mid-Year Performance Review and Planning and Teambuilding Workshop (P.R. No. 2023-08-249) Note: <ul style="list-style-type: none">• Total Cost should not exceed ABC of Nine Hundred Fifty Thousand Pesos (PHP950,000.00)• Total Cost is inclusive of 12% VAT and all other applicable taxes and charges	1 Lot	

In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

1. Mayor's Business Permit
2. Latest Income / Business Tax Return
3. Proof of PhilGEPS Registration Number
4. Notarized Omnibus Sworn Statement

Signature Over Printed Name of Supplier/
Authorized Representative

Position/Designation

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]