



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

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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>
<p>Program Facilitators including Customized Indoor Programs and Synthesis for the 2023 IC Mid-Year Performance Review and Planning and Teambuilding Workshop</p> <p>1. Facilitators shall formulate a customized indoor program composed of the following:</p> <p>a. Leadership Empowerment: Mid-Year Performance Review and Planning Workshop</p> <p>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 organization</p> <p>ii. Facilitator-led workshop inclusive of conceptualization, creatives, customization, and structured learning experience</p> <p>iii. Workshop duration: 12 hours (1 and ½ days) for 80 participants (IC Executive Committee, Directors, Division Managers and Supervisors)</p> <p>iv. Date: 16 August 2023 (Whole day) & 17 August 2023 (AM)</p> <p>v. Requirements: 1 Lead Facilitator, 1 Co-Facilitator and 2 Training Associates</p> <p>b. Organizational Alignment: Teambuilding Workshop</p> <p>i. Facilitator-led teambuilding workshop inclusive of conceptualization, creatives, customization, and structured learning experience</p>	<p>1 lot</p>