



**REQUEST FOR QUOTATION**

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), 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 stated in the Terms of Reference (TOR).

<b>NAME OF PROJECT:</b>	<b>Program Facilitators for the Strategic Planning Workshop (SPW) for 2024 (Division and Individual Targets Reformulation and Cascading)</b>
<b>REFERENCE NO. / PURCHASE REQUEST (PR) NO.:</b>	<b>PR No. 2023-11-399</b>
<b>APPROVED BUDGET FOR THE CONTRACT (ABC):</b>	<b>PhP 990,000.00</b> inclusive of VAT and all other applicable taxes and charges
<b>MODE OF PROCUREMENT:</b>	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Updated 2016 Revised Implementing Rules and Regulations of R.A. No. 9184)
<b>DELIVERY PERIOD:</b>	Within thirty (30) working days upon receipt of Notice to Proceed and Signing of Contract


The sealed quotation may be submitted personally or through e-mail not later than **30 November 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  
 Planning and Management Division

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

## TERMS OF REFERENCE

### Program Facilitators for the Strategic Planning Workshop (SPW) for 2024 (Division and Individual Targets Reformulation and Cascading)

#### I. SCOPE AND JOB SPECIFICATIONS

The prospective facilitators shall submit a quotation inclusive of all requirements relative to the **Conduct and Facilitation of the Strategic Planning Workshop (SPW) for 2024**, with the following specifications:

1. The Strategic Planning is aimed at reformulation the performance indicators based on the agency's overarching plan (Strategic Map; Agency Performance Committee) and aligning the Individual to the Divisional and Functional Group (operational) targets.
2. Participants for the Strategic Planning Workshop (SPW) for 2024 (Division and Individual Targets Reformulation and Cascading) are the Executive Committee (Insurance Commissioner and Deputy Insurance Commissioners), Directors, and Management Committee (Division Managers) and Supervisors and/or next-in-rank. The final number of participants shall be determined upon approval of the Commissioner.
3. The facilitators shall formulate a customized program for the Insurance Commission (IC) specifically on the following:
  - a) Strategic Planning/Positioning;
  - b) Scorecarding/Division and Individual Targets Reformulation; and
  - c) Targets Cascading.
4. The program shall include the following activities:

Activity/ies	Schedule	Participants	Venue
<b>Initial Consultation / Pre-work activities</b>	At least 1-4 weeks prior to the scheduled initial session/workshop	Division Managers, Supervisors	Online / on-site (within or outside Metro Manila)
<b>Strategic Planning Workshop</b>	Minimum two (2) days	Executive Committee, Division Managers, Supervisors	On-site (within or outside Metro Manila)
<b>Write shops</b>	Minimum two (2) days per Functional Group ( <i>5 Functional Groups</i> )	Functional Group Heads, Division Managers, Supervisors	On-site
<b>Cascading</b>	Minimum three (3) days	Division Managers, Supervisors, select Rank and File	On-site

5. Facilitators shall integrate inputs/outputs and conduct synthesis at the end of each activity. They shall collect relevant responses from participants during the activities