



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS registered suppliers to participate and submit their lowest price quotation for the **Seminar/Workshop on Public Service Ethics and Accountability**, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Seminar/Workshop on Public Service Ethics and Accountability
REFERENCE NO./ P.R. NO.	2024-10-307
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT	Negotiated Procurement – Small Value Procurement (Sec. 53.9, Updated 2016 Revised Implementing Rules and Regulations of R.A. No. 9184)
APPROVED BUDGET FOR THE CONTRACT (ABC)	PhP 145,690.00, inclusive of VAT and all other applicable taxes and charges
DEADLINE OF SUBMISSION OF SEALED QUOTATION	November 4, 2024

The duly accomplished **REPLY SLIP**, including the other requirements as enumerated in the TOR, **must be submitted in person or via email not later than 10:00 AM, November 4, 2024**, to the Human Resource Division through the following:

Contact person : **ALEXIS LOURENZE L. GALITA**
IC Administrative Officer III
Human Resource Division

Office Address : Ground Floor, Insurance Commission Building,
1071 United Nations Avenue, Ermita, Manila

Telephone Nos. : (02) 8523-8461 loc. 106

E-mail : hr@insurance.gov.ph

REVELYN R. MOJICA
IC Division Manager
Human Resource Division

Manila, October 30, 2024



TERMS OF REFERENCE

Seminar/Workshop on Public Service Ethics and Accountability *Purchase Request No. 2024-10-307*

I. SCOPE

The Learning Service Provider (LSP), accredited by the Civil Service Commission (CSC), shall submit a quotation inclusive of all requirements, equipment and materials relative to the conduct and facilitation of the one-day Seminar/Workshop on Public Service Ethics and Accountability, with the following specifications:

Description/Specifications	Quantity and Unit
<ol style="list-style-type: none">1. The Learning Service Provider (LSP) shall design a specialized development program for IC employees, focusing on enhancing public service skills, team collaboration, and proactive work behaviors. The program should address areas for growth in work attitude and personality through interactive and engaging activities, such as small group discussions, polls, quizzes, action planning sessions, and other creative exercises.2. The LSP shall prepare necessary training equipment and provide participants with comprehensive training kits and presentation materials. An advance copy of all presentation materials must be submitted to the IC Human Resource Division (HRD) a day prior to the training.3. The following reports and documents must be submitted to the HRD:<ol style="list-style-type: none">3.1. The original signed course design, detailing the course learning outcomes and delivery strategy, including methodologies such as workshops, small group discussions, and other exercises to support learning. This document must be formally approved by the Division Manager of HRD. This must be submitted together with the Reply Slip.3.2. A Certification from the LSP verifying that all Certificates of Participation have been provided to participants, with acknowledgment of receipt by the HRD.3.3. A Terminal Report detailing the course delivery and administration, including individual and post-training assessment reports, participant feedback, analysis of identified issues, and recommendations for improvement.	1 lot

Description/Specifications	Quantity and Unit
<ol style="list-style-type: none"> 4. The guaranteed number of participants is forty (40). The participants in the Seminar/Workshop on Public Service Ethics and Accountability under the New Employees' Orientation (NEO) Program will include newly hired appointees, whether by original appointment, transfer with promotion, or lateral transfer. 5. There shall be at least one (1) lead facilitator and one (1) co-facilitator/assistant. 6. Facilitators shall conduct a pre-work activities to determine the appropriate learning and development methods and tools to be used in the facilitation of the program. 7. Facilitators shall facilitate processing/synthesis at the end of each activity. They shall collect relevant responses from participants during the activities to formulate the collective idea on achieving targets/objectives. 8. Facilitators shall provide al supplies/materials needed for all activities. 9. The Seminar/Workshop on Public Service Ethics and Accountability shall be conducted on November 6, 2024, 8:00 AM – 5:00 PM. 	

II. 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 or Bids, to annul the procurement process, to reject all Quotation or 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.

III. GENERAL CONDITIONS

1. All entries in the quotation must be typewritten on the company's letterhead, duly signed by the supplier or its duly authorized representative (**Annex B – Reply Slip**).
2. The Reply Slip shall be submitted to IC, together with the following documentary requirements:
 - a. Detailed course design;
 - b. Proof of PhilGEPS Registration (1 Certified True Photocopy);
 - c. Business Registration (SEC/DTI/CDA) (1 Certified True Photocopy);
 - d. Valid Mayor's/Business Permit (1 Certified True Photocopy);
 - e. Latest Income/Business Tax Return (1 Certified Photocopy); and
 - f. Notarized Omnibus Sworn Statement (1 Original Copy, see **Annex C – Omnibus Sworn Statement**).

At the option of the IC, the supplier with the Lowest Calculated Quotation (LCQ) shall present the original copies of the documents for verification/validation.

3. Only those with complete documents and received within the deadline shall be evaluated and considered. Quotations over the Approved Budget Contract (ABC) shall likewise be disqualified.
4. The Reply Slip shall be submitted personally or through email not later than November 4, 2024, 10:00 AM, through the following contact information:

Contact person : **ALEXIS LOURENZE L. GALITA**

IC Administrative Officer III
Human Resource Division

Office Address : Ground Floor, Insurance Commission Building,
1071 United Nations Avenue, Ermita, Manila

Telephone Nos. : (02) 8523-8461 loc. 106

E-mail : hr@insurance.gov.ph

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.

IV. PAYMENT TERMS

Payment of services rendered shall be made within thirty (30) days after the complete delivery of services and issuance of billing statement by the supplier.

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.


REVELYN R. MOJICA
IC Division Manager
Human Resource Division



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue, Manila



ANNEX A: TABLE OF RATING FACTORS

Seminar/Workshop on Public Service Ethics and Accountability
Purchase Request No. 2024-10-307

Name of Learning Service Provider:			
	Rating Factors	Weight	Rating
I	Program Design	40%	
II	Appropriateness of Activities [Based on IC's Requirement]	20%	
III	Logistics and Facilitation Plan	10%	
IV	Vendor impression	20%	
V	Price Offer	10%	
Overall Rating		100%	

Rated by:

Printed Name and Signature
Position Title: _____
Division: _____



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue, Manila



REPLY SLIP

Name of Supplier : _____
Address : _____
Business Registration No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the provisions under the Terms of Reference for the **Seminar/Workshop on Public Service Ethics and Accountability** with **Purchase Request No. 2024-10-307**, I/we quote you on the item at prices noted below:

ITEM AND DESCRIPTION	QUANTITY AND LOT	TOTAL COST
Seminar/Workshop on Public Service Ethics and Accountability	1 Lot	PhP
Note: Total cost should not exceed the ABC of PhP 145,690.00, inclusive of VAT and all other applicable taxes and charges		

In compliance with the Terms of Reference, the following are enclosed:

- Detailed course design;
- Proof of PhilGEPS Registration (1 Certified True Photocopy);
- Business Registration (SEC/DTI/CDA) (1 Certified True Photocopy);
- Valid Mayor's/Business Permit (1 Certified True Photocopy);
- Latest Income/Business Tax Return (1 Certified Photocopy); and
- Notarized Omnibus Sworn Statement (1 Original Copy).

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____
Date: _____



Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid/Quotation]

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]