



## 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):

<b>NAME OF PROJECT</b>	Seminar/Workshop on Public Service Ethics and Accountability
<b>REFERENCE NO./ P.R. NO.</b>	2024-10-307
<b>LOCATION</b>	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
<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>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	PhP 145,690.00, inclusive of VAT and all other applicable taxes and charges
<b>DEADLINE OF SUBMISSION OF SEALED QUOTATION</b>	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](mailto: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*

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#### 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"><li>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.</li><li>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.</li><li>3. The following reports and documents must be submitted to the HRD:<ol style="list-style-type: none"><li>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. <b>This must be submitted together with the Reply Slip.</b></li><li>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.</li><li>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.</li></ol></li></ol>	1 lot