

REQUEST FOR QUOTATION / PROPOSAL

Procurement of a Learning Service Provider for the Conduct of Training Program on Purposeful Communication

P.R. No./Date Received: 2020-03-0064 / 05 March 2020

RFQ/P No. / Date: 2020-03-0065 / 06 March 2020

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if any)
- Professional License / Curriculum Vitae **(for Consulting Services only)**
- Notarized Omnibus Sworn Statement - Annex "A" **(to be submitted prior to Notice of Award issuance)**

*Omnibus Sworn Statement shall be required only for procurement projects with ABC above ₱50,000.00

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or ivabano@phcc.gov.ph on or before **11 March 2020 / 10:00 AM** subject to the following *Terms and Conditions*:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,

ATTY. JOSEPH MELVIN B. BASAS
Chairperson, PBAC

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	₱ 100,000.00	Procurement of a Learning Service Provider for the Conduct of Training Program on Purposeful Communication (Please see attached Terms of Reference)			
Total Lot ABC		₱ 100,000.00	TOTAL Amount			
Delivery Instructions:						

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
 Designation/Position : _____
 Name of Company : _____
 Address : _____
 Telephone / Fax : _____
 E-mail Address : _____

Company Tax Identification Number (TIN) : _____

TERMS OF REFERENCE

Provision of Learning Service Provider for the Conduct of Training Program on Purposeful Communication

I. Background

Essential in the successful implementation of any organizational mandate is the competency of communicating effectively. The ability to communicate with clarity and impact is especially important to the Philippine Competition Commission (PCC), a four-year old competition authority, as it is faced with the challenge of acquiring the influence and increasing public awareness alongside setting up of systems, policies and procedures.

The PCC is an independent quasi-judicial body mandated to implement Republic Act No. 10667 or the Philippine Competition Act (PCA). The PCA prohibits anti-competitive agreements, abuses of dominant position and anti-competitive mergers and acquisitions, as the law aims to enhance market competition for the benefit of consumers and businesses. The agency has jurisdiction over all competition-related issues, and must be consulted by sector regulators on any activities that may impact competition.

As such, to support its advocacy and enforcement functions, as well as to ensure efficiency in its internal operations, the PCC highly relies on its employees' competencies – both technical and not, including effective speaking and presentation skills in a variety of settings and situations.

II. Objective

The objective of the engagement is to deliver a two-day training program on purposeful communication to twenty pre-identified PCC employees whose functions include conducting case/policy presentations, facilitating events and other related tasks requiring effective public speaking and presentation skills. It aims to help the participants become compelling and assertive communicators. The course design shall include, but not limited to, the following modules:

- a. fundamentals in speaking (including image and body language, vocal and verbal aspects)
- b. communication styles appropriate to various business situations and audience;
- c. conflict and delivering difficult messages;
- d. persuasion and influence; and
- e. effective presentation support materials/visual aids.



III. Scope of Works

The Learning Service Provider (LSP) will be engaged for a duration of one month for the delivery of the Program on Purposeful Communication, and is expected to do the following activities:

- a. Prepare a course design setting out the course learning outcomes, delivery strategy and course schedule. The course design should include various methodologies such as workshops, coaching, real-plays, and other exercises to facilitate learning;
- b. Prepare equipment and provide participants with training kits and softcopy of the presentation materials. Advance copy of presentation materials should be provided to PCC Administrative Office-Human Capital Management Division;
- c. Conduct pre- and post-program competency assessment of participants against the learning objectives of the program;
- d. Conduct and facilitate the program from **25 to 26 March 2020**, 9:00 AM to 5:00 PM at a PCC designated function room;
- e. Administer post-program evaluation survey to participants;
- f. Issue certificates to the participants upon completion of the program; and
- g. Submit a Terminal Report on the course delivery and administration, individual pre- and post-competency assessments, course feedback from participants, analyses of issues, and recommendations.

IV. Deliverables and Timelines

Reports and other relevant documents are to be submitted to and should be duly received by the PCC project manager. Below is the summary of the deadline of submission for each deliverable:

Deliverables	Timeline
(1) Original signed course design setting out the course learning outcomes, delivery strategy and course schedule including various methodologies such as workshops, coaching, real-plays, and other exercises to facilitate learning duly accepted by the end-user; (2) Advance copy of presentation materials (<i>for soft copy presentations, a certification from the service provider that the complete set of soft copy of presentations are given and signed accepted by the end-user</i>).	Two business days after the Notice of Award
Advance copies of the survey forms for: (1) pre and post-competency assessment of participants; and (2) program evaluation, which should be duly accepted by the end user.	Two business days before Day 1 of Program
Certification from the service provider that the complete set of certificates are provided to qualified participants, duly acknowledged by the end-user.	Day 2 of Program
Original signed Terminal Report on the course delivery and administration, individual pre and post competency assessments, course feedback from participants, analyses of issues, and recommendations.	7 business days after conduct of the Program

V. Minimum Qualifications and Requirements

- a. Duly licensed Filipino citizens/sole proprietorships;
- b. Partnerships duly organized under the laws of the Philippines of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- c. Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- d. Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) belongs to citizens of the Philippines; or
- e. Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract. Provided, however, that Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA;
- f. Engaged in consulting and training services in communications, public speaking, leadership, or other similar or related area for at least five (5) years;
- g. Has previous or on-going engagement/s with at least five (5) institutions in a similar or related program, at least two (2) of which were engagements with public/government sector;
- h. Designated resource person and facilitator should be a graduate of a four-year degree course and with at least three (3) years of work experience as a lead consultant / lecturer / facilitator.

Qualifications of the bidder will be evaluated based on the original signed extensive curriculum vitae submitted by the bidder. Also, for partnerships and corporations, bids will be evaluated based on the submitted: (a) DTI or SEC registration submitted indicating the year of registration and/or other relevant documents; (b) list of completed and on-going contracts; (c) copies of Certificates of Satisfactory Service Rendered / Certificates of Completion; and (d) original signed extensive curriculum vitae of the lead lecturer / facilitator / learning service provider to conduct the training program.

VI. Selection Criteria

The PCC shall select the most qualified service provider using the quality-cost based evaluation pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The 75% - 25% quality to cost ratio shall be used for this purpose allocated as follows:

Evaluation Criteria	Weight
Technical Proposal <ul style="list-style-type: none">▪ <i>Applicable Experience</i> (20%)▪ <i>Quality of project personnel</i>, i.e., suitability of key staff to perform the project's scope of work, general qualifications and competence including education and professional experience of key staff (20%)▪ <i>Plan of approach and methodology</i>, i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal (60%)	75%
Financial Proposal	25%
Total	100%

The hurdle score for this project to pass in the evaluation is 80 percent.

VII. Approved Budget for the Contract and Mode of Procurement

The Approved Budget for the Contract (ABC) for this engagement is **One Hundred Thousand Pesos (PhP100,000.00)**, inclusive of all applicable government taxes and service charges.

The procurement of the Consulting Services shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to RA No. 9184 and its revised Implementing Rules and Regulations (IRR).

VIII. Mode of Payment

Payment shall be endorsed to the OIC-Director of Administrative Office; and the payment shall be released within fifteen (15) days upon receipt of the billing statement supported by a Certificate of Satisfactory Service Rendered, and the PCC's acceptance of the deliverables listed above.

IX. Confidentiality of Data and Information

The Consultant that will be engaged by the PCC shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment. All the materials, data and information used and generated through this project will be the sole property of PCC. The consultant shall neither use nor disseminate these documents for their own research purposes without the written consent of the PCC.

X. Liquidated Damages

If the LSP fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. Pursuant to Section 68 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XI. Dispute Resolution

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

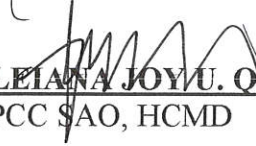
Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:



JANETH C. TAVANLAR
PCC HRMO III, HCMD

Reviewed by:



LEIANA JOYU. QUIDEM
PCC SAO, HCMD

Approved by:



ANTONIA LYNNELY L. BAUTISTA
Officer-In-Charge, Administrative Office

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date

Bidders are requested to submit the following documents:

For individual

- a. Cover Letter
- b. Curriculum Vitae
- c. Copy of Diploma/Certificate of Graduation
- d. Certificate of Trainings/Seminar Programs Attended within the last 3 years
- e. List of client references with contact details
- f. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any, which is/are similar to the project to be bid
- g. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- h. Comments and suggestions of offeror on the TOR
- i. Description of the methodology and work plan for performing the project

For firm

- a. Cover Letter
- b. Company Profile
- c. List of client references with contact details
- d. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid
- e. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- f. Comments and suggestions of offeror on the TOR
- g. Description of the methodology and work plan for performing the project
- h. Project Team composition and taskings
- i. Curriculum Vitae of Project Team members
- j. Certificate of Trainings/Seminar Programs Attended by the Lead Consultant/Project Lead within the last 3 years

Financial Proposal

Financial Proposal with cost breakdown