

**REQUEST FOR QUOTATION**

P.R. No/Date 201810-0312/ November 5, 2018 RFQ No./Date: 201811-0237/ November 12, 2018

**Sir / Madam:**

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies to the General Services Division, Administrative and Legal Office c/o Mr. Jeson Q. de la Torre, 25/F Floor of the above address on or before **November 16, 2018/ 12:00 NN**

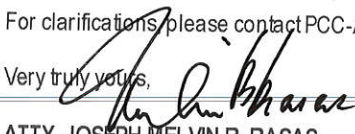
Your participation to this project shall be subject to the requirements as identified below:

- PhilGEPS Registration Number.
- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- Professional License/Curriculum Vitae.
- Omnibus Sworn Statement.
- Signed Terms of Reference.
- Proposal must be inclusive of all applicable government taxes and subject to 5%R-VAT and 1% (PO) or 2% (JO) deductions
- Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, menu, etc.
- Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP 222,880.00
- Award shall be made by lot (please bid for all items to avoid disqualification of bid)
- Bids should be valid for a minimum of one (1) month from deadline of submission of bids as indicated above
- Procured items shall be delivered to PCC Office
- Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA9184.

In case you do not receive any communication from PCC 5 days/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC-ALO-GSD - c/o Mr. Jeson Q. de la Torre, in the above address/telephone numbers.

Very truly yours,

  
ATTY. JOSEPH MELVIN B. BASAS  
PBAC Chairperson and Director IV, FPMO

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND/MODEL	UNIT PRICE	TOTAL (PhP)
				(To be filled-up by the supplier)		
1	1	lot	Procurement of Training Service Provider for the Conduct of Foundations of Digital Forensics Course <i>Please see attached Terms of Reference</i> xxxxxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxx			
This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68 and the delivery schedule shall be completed within 5 calendar days from the receipt of the Purchase Order						
				<b>TOTAL:</b>		

(Bidders, please provide complete information below)

Posted on \_\_\_\_\_  
Fanned-out \_\_\_\_\_  
Retrieved on \_\_\_\_\_

Signature : \_\_\_\_\_  
Name/Designation : \_\_\_\_\_  
Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone/Fax : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_  
TIN : \_\_\_\_\_

## TERMS OF REFERENCE

### Procurement of Training Service Provider for the Conduct of Foundations of Digital Forensics

#### I. Rationale/Objective

The Competition Enforcement Office (CEO) primarily investigates and prosecutes cases involving alleged violations of the Philippine Competition Act, its implementing rules and regulations, and other existing competition-related laws. In order to effectively perform its investigation and prosecution functions, the CEO would require a workable understanding and appreciation of digital forensics, including retrieval, extraction and extrapolation of numerous data, a skill that is crucial in investigations, case build ups and prosecutions.

To strengthen its capacity, the CEO intends to have a two-day training on **Foundations of Digital Forensics** provided by an external provider on **19-20 November 2018**.

An external service provider shall be contracted to provide training services for the said workshop.

#### II. Participants

The training will gather **25 participants**, including PCC officials and employees.

#### III. Scope of Work, Deliverables and Schedule

The Training Service Provider (TSP) shall perform the following tasks:

Scope of Work	Deliverable/s
<ul style="list-style-type: none"> <li>Provide at least three (3) trainers/facilitators</li> </ul>	Extensive curriculum vitae of the appointed trainers / facilitators
<ul style="list-style-type: none"> <li>Design and develop a program or course outline designed for target PCC employees</li> </ul>	Original signed copy of program / course outline
<ul style="list-style-type: none"> <li>Review and evaluate the output generated by the participants and customize teaching or coaching approach if necessary</li> </ul>	Original signed copy of the evaluation of the output prepared by the participants
<ul style="list-style-type: none"> <li>Conduct and facilitate the programs from 19 to 20 November 2018, from 9:00 AM to 5:00 PM</li> </ul>	
<ul style="list-style-type: none"> <li>Use various methodologies to maximize learning</li> </ul>	
<ul style="list-style-type: none"> <li>Provide training kits and a softcopy</li> </ul>	

of presentation materials to the participants	
<ul style="list-style-type: none"> <li>Conduct a post-training evaluation and submit within 15 days upon conduct of the program a terminal report incorporating the evaluation results and the trainer's observations and recommendations</li> </ul>	Original signed post-training evaluation report
<ul style="list-style-type: none"> <li>Issue certificates to the participants upon completion of the program</li> </ul>	Certificates of Participation

#### IV. Approved Budget for the Contract (ABC)

A total estimated ABC for this procurement is Two Hundred Twenty-two Thousand, Eight Hundred Eighty Pesos (Php222,880.00), inclusive of all applicable government taxes and service charges. The ABC is also inclusive of all costs incurred relevant in the pre-conduct, actual day-event and required post-activities

#### V. Required Qualifications

TSPs that are legally registered in PhilGEPS and with BIR Tax Certificate/Clearance are eligible to apply. The trainers must possess the following minimum qualifications:

1. Educational attainment of master's degree or university/undergraduate degree;
2. At least five (5) years of relevant work experience in the field of IT or other similar fields;
3. Engaged with five (5) similar or relevant projects in the past three (3) years; and
4. Core competencies required:
  - Strong training and facilitation skills;
  - Demonstrated MS Office, management, programming/system administration, cybersecurity, and other technical skills;
  - Punctuality and time management - ability to meet deadlines;
  - Demonstrable experience in conducting courses on digital forensics; and
  - Experience in working in government/projects is an advantage

#### VI. Evaluation Matrix

All the bidders will be evaluated and shortlisted based on the required qualifications and using the matrix below:

Qualifications		Percentage
<b>I. Educational Attainment</b>		
<ul style="list-style-type: none"> <li>Master's Degree w/ relevant experience</li> </ul>	20%	20%
<ul style="list-style-type: none"> <li>Undergraduate Degree w/ relevant experience</li> </ul>	15%	

• Master's Degree/Undergraduate Degree w/o relevant experience	10%	
<b>II. Professional Experience</b>		
• Equal to or more than 5 years of experience	40%	40%
• 4 years but less than 5 years of experience	30%	
• 3 years but less than 4 years of experience	20%	
• 2 years but less than 3 years of experience	10%	
<b>III. Relevant Projects</b>		
• Equal to or more than 5 similar/relevant projects	40%	40%
• 4 similar/relevant projects	30%	
• 3 similar/relevant projects	20%	
• 2 similar/relevant projects	10%	
Passing Score: (80%)		100%

Among the shortlisted bidders, the winning bidder shall be the most responsive and has the lowest calculated bid.

#### **VII. Mode of Procurement**

The mode of procurement shall be **Negotiated Procurement - Small Value Procurement for Consulting Services** provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

#### **VIII. Payment Scheme**

The PCC shall pay the consultant within fifteen (15) working days upon receipt of the original signed Statement of Account, or billing statement, supported by a Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables / documentary requirements.

#### **IX. Liquidated Damages**

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth of one percent (1%) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract. The PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

#### **X. Dispute Agreement/Resolution:**

Should any dispute related to the TOR 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 amendment or additional terms and conditions to the TOR must be in writing, signed and acknowledged by the Parties.

Any amendment or additional terms and conditions to the TOR must be in writing, signed and acknowledged by the Parties.

Approved by:



**ATTY. ORLANDO P. POLINAR**  
Director IV, Competition Enforcement Office  
Philippine Competition Commission

<b>CONFORME:</b>	
_____	Name of Consultant / Firm
_____	Signature of Consultant / Authorized Representative
_____	Designation
_____	Date