

REQUEST FOR QUOTATION / PROPOSAL

Procurement of Services of a Subject Matter Expert for the Conduct of: (1) Seminar on Financial Literacy Program, (2) Laughter Yoga, (3) Seminar on Parenting Talk, and (4) Personality Development Seminar

201909-0204, 201909-0205, 201909-0206 and 201909-0207
P.R. No./Date Received: / 05 September 2019

RFQ/P No. / Date: 201909-0186 / 06 September 2019

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*)

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 **10 September 2019 / 12:00 NN** 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 of 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**.
10. **Award of contract is based per item.**

Very truly yours,

ATTY. FERDINAND B. REDULLA
PBAC Vice-Chairperson

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	P 30,000.00	Procurement of Services of a Subject Matter Expert for the Conduct of Seminar on Financial Literacy Program (Please see attached Terms of Reference)			
2	1	P 30,000.00	Procurement of Services of a Subject Matter Expert for the Conduct of Laughter Yoga (Please see attached Terms of Reference)			
3	1	P 50,000.00	Procurement of Services of a Subject Matter Expert for the Conduct of Seminar on Parenting Talk (Please see attached Terms of Reference)			
4	1	P 50,000.00	Procurement of Services of a Subject Matter Expert for the Conduct of Personality Development Seminar (Please see attached Terms of Reference)			
Total ABC		P 160,000.00	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 : _____

TERMS OF REFERENCE

Procurement of Services of a Subject Matter Expert for the Conduct of a Financial Literacy Seminar

I. Rationale

The PCC considers that the overall health and wellness profile of an employee must have a balance of physical, emotional, social, spiritual, occupational, intellectual, and financial wellness. For this year, it has lined-up a program that covers the financial well-being of the employee through financial literacy. Financial literacy is important because it equips the employees with the knowledge and skills needed to manage finances effectively. This level of awareness helps the employees become self-sufficient and achieve financial stability. Financial literacy is also a retention strategy by ensuring that employees feel valued with education that resonates employees' needs.

In line with this, the PCC Administrative Office (AO) – Human Resource Development Division (HRDD), will conduct the **Seminar on Financial Literacy on 13 September 2019** at the PCC Board Room, 25/F Vertis North Corporate Centre I, North Avenue, Quezon City.

II. Objective

The objective of the program is to provide participants with basic financial literacy skills, i.e. a basic understanding of how money works in the world, to know the proper management of finances to reach financial goals. It also aims to provide the participants a grasp on the essential concepts of understanding of financial markets, financial institutions and instrument, profitability and risk assessment techniques before investing and exposing capital to risk.

III. Scope of Work

The consultant is expected to do the following activities:

- a. Lectures: Comprised of presentations on the basic concepts and relevant topics on financial literacy such as: Financial Independence, Breaking Down of Millennial's Spending Habit, Financial Planning and Goal Setting, Taking Calculated Risks, Choosing and Earning From Risks



- b. Structured Learning Exercise: In this activity, the participants will get to interact with one another to gain better appreciation of the concepts. These include games, film showing, and sharing sessions;
- c. Conduct and facilitate the one-day Seminar on Financial Literacy;
- d. Provide a copy of the training materials (e.g., presentations and handouts) to the AO-Human Resource Management Division prior to the conduct of the training; and
- e. Issue certificates to the participants upon completion of the training.

IV. Training Description

The program shall be a one (1) day activity scheduled on 13 September 2019, from 9:00 AM to 5:00 PM, at the PCC Court Room 25/F Vertis North Corporate Center I, North Avenue, Quezon City. It shall be attended by at most 35 PCC personnel.

V. Terms and Conditions

The resource person/subject matter experts shall:

1. Conduct the training within the agreed timeframe;
2. Prepare the program and course design for the training;
3. Provide handouts for the participants;
4. Provide one (1) set of training materials for reference of PCC;
5. Provide resource person/s and facilitator;
6. Provide certificates of completion to the participants; and
7. Treat all information provided by the PCC, during the course of the project, with utmost confidentiality.

The PCC shall:

1. Designate a counterpart team that will work closely with the Consultant on the technical and administrative requirements of the project;
2. Provide logistical requirements for the seminar, to include training venue, equipment (projector with laptop), supplies, and meals for participants; and
3. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule.

VI. Minimum Qualifications for the Resource Person or Subject Matter Expert

1. Must have at least a bachelor's degree;
2. Has been engaged in training services for at least five (5) years;
3. Has been engaged by at least three (3) companies/institutions in a similar program; and
4. Resource person/s should have relevant experience in conducting a financial literacy program.

VII. Criteria for Evaluation or Selection

PCC shall select the most qualified Consultant 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>Quality of personnel</i>, i.e., suitability of key staff to perform the project's scope of work, general qualifications and competence including education and training background of key staff (25%)▪ <i>Experience</i> (25%)▪ <i>Plan of approach and methodology</i>, i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal (25%)	75%
Financial Proposal	25%
Total	100%

Rating sheet is herein attached as Annex 1.

VIII. Approved Budget for the Contract

For and in consideration of the services of the consultant, the PCC shall pay the sum of *Fifty Thousand Pesos (Php30,000.00)*, inclusive of all applicable government taxes and service charges.

IX. Mode of Payment

Payment shall be after the conduct of the program and upon issuance of End-User's Certificate of Satisfactory Services Rendered.

X. Confidentiality of Data and Information

The SME 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 not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

XI. Conflict of Interest

The Consultant must be independent from the entities which operate in the business of the particular sector covered by the scope of this engagement and must have no conflict of interest. There is conflict of interest when the Consultant has an interest in the business of the entities operating, whether directly or indirectly, in the particular sector covered by this engagement, and the interest of such Consultant, or his rights or duties therein, may be opposed to or affected by the performance of his duty as Consultant.

XII. Liquidated Damages

If the Consultant fails to deliver any or all of the goods and/or to perform the services within the period specified in the 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 the unperformed portion of every day of delay. 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.


XIII. Dispute Agreement / 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:


Antonia Lynnely L. Bautista
Chief Administrative Officer, HRDD

Approved by:


JESON Q. DE LA TORRE
Officer-In-Charge, Administrative Office (AO)

Conforme:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Name of Company
_____ Date

**Annex 1
RATING SHEET**

RE: "Procurement of Subject Matter Expert for the Financial Literacy"

EVALUATION CRITERIA	CRITERIA	WEIGHT (%)	RATING	FACTOR VALUE
Applicable Experience	Number of years in operations/existence	20%		
	Number of organizations engaged as clients of similar or related programs	40%		
	Competency / Years of experience of training services in similar or related programs	40%		
		100%		
Quality of Personnel	Educational attainment of the Subject Matter Expert	50%		
	Training qualifications of the Subject Matter Expert	50%		
		100%		
Plan of approach and methodology	Work Plan	30%		
	Approach and methodology (Training Design and Content)	70%		
		100%		
Applicable Experience		X (0.25)		
Quality of Personnel		X (0.25)		
Plan of approach and methodology		X (0.25)		
Financial Proposal		X (0.25)		
TOTAL				

Passing Score: (70%)

Prepared by:


ANTONIA LYNNELY L. BAUTISTA
Chief Administrative Officer, HRDD-AO



TERMS OF REFERENCE

Procurement of Services of a Subject Matter Expert for the Conduct of a Laughter Yoga Session

I. Rationale

In line with the 119th Philippine Civil Service Anniversary, the bureaucracy celebrates the achievements and contributions of the men and women in government who uphold the country's societal goals and over-all vision. The CSC enjoins civil servants to actively participate in the anniversary celebration.

On top of the CSC lined-up activities, the Human Resource Development Division (HRDD) of PCC, will conduct other employee development-related programs which include the health and wellness activities. Given that PCC has no appropriate physical fitness facility, HRDD considers providing a wellness activity that is less strenuous and fit to the available venue.

In line with this, the PCC Administrative Office (AO) – Human Resource Development Division (HRDD), will hold a **Laughter Yoga Session** on **30 September 2019** at the PCC Board Room, 25/F Vertis North Corporate Centre I, North Avenue, Quezon City.

II. Objective

The objective of the engagement is to provide a less strenuous wellness session through Laughter Yoga, a complete well-being workout which involves deep breathing exercises from yoga and laughter exercises. Specifically, the exercise will result to the following benefits:

1. Health benefit – cardio workout, blood circulation, increased oxygenation;
2. Create a happy, healthy and energetic workforce;
3. Positive work environment of hope and optimism; and
4. Social connection.

III. Scope of Work

The Subject Matter Expert (SME) is expected to conduct two (2) laughter yoga sessions with the following activities:

1. Mini-Lectures: Comprised of presentations on the basic concepts and relevant guidelines on Laughter Yoga; and
2. Exercises: In this activity, the participants will get to interact with one another to gain better appreciation of the concepts. These include games, and sharing sessions;



IV. Session Description

The program shall 3-hour activity to be conducted in two (2) batches on 30 September 2019, from 9:00 to 12:00 AM and 2:00 to 5:00 PM, at the PCC Court Room 25/F Vertis North Corporate Center I, North Avenue, Quezon City. It shall be attended by at most 35 PCC personnel.

V. Terms and Conditions

The SME shall:

- a. Conduct the session within the agreed timeframe;
- b. Prepare the program and course design for the session;
- c. Treat all information provided by the PCC, during the course of the engagement with utmost confidentiality.

The PCC shall:

- a. Designate a counterpart team that will work closely with the SME on the technical and administrative requirements of the project;
- b. Provide logistical requirements for the seminar, to include training venue, equipment (projector with laptop), supplies, and meals for participants; and
- c. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule.

VI. Minimum Qualifications for the Subject Matter Expert

1. Must have at least a bachelor's degree;
2. Has been engaged in training services for at least five (5) years;
3. Has been engaged by at least three (3) companies/institutions in a similar program, one (1) of which belonging to the public/government sector; and
4. Resource person/s should have relevant experience in Laughter Yoga

VII. Criteria for Evaluation or Selection

PCC shall select the most qualified Consultant 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>Quality of personnel</i>, i.e., suitability of key staff to perform the project's scope of work, general qualifications and competence including education and training background of key staff (25%)▪ <i>Experience</i> (25%)▪ <i>Plan of approach and methodology</i>, i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal (25%)	75%
Financial Proposal	25%
Total	100%

Rating sheet is herein attached as Annex 1.

VIII. Approved Budget for the Contract

For and in consideration of the services of the consultant, the PCC shall pay the sum of **Thirty Thousand Pesos (Php30,000.00)**, inclusive of all applicable government taxes and service charges.

IX. Mode of Payment

Payment shall be made within fifteen days from the delivery of the service and submission of End-User's Certificate of Satisfactory Services Rendered.

X. Confidentiality of Data and Information

The SME 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 not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

XI. Conflict of Interest

The SME must be independent from the entities which operate in the business of the particular sector covered by the scope of this engagement and must have no conflict of interest. There is conflict of interest when the SME has an interest in the business of the entities operating, whether directly or indirectly, in the particular sector covered by this engagement, and the interest of such SME, or his rights or duties therein, may be opposed to or affected by the performance of his duty as SME.

XII. Liquidated Damages

If the SME fails to deliver any or all of the goods and/or to perform the services within the period specified in the 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 the unperformed portion of every day of delay. 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.

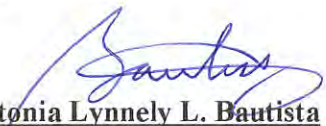
XIII. Dispute Agreement / Resolution

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:


Antonia Lynnely L. Bautista
Chief Administrative Officer, HRDD

Approved by:


JESON Q. DE LA TORRE
Officer In Charge, Administrative Office (AO)

Conforme:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Name of Company
_____ Date

RATING SHEET

RE: "Procurement of Subject Matter Expert for the Laughter Yoga"

EVALUATION CRITERIA	CRITERIA	WEIGHT (%)	RATING	FACTOR VALUE
Applicable Experience	Number of years in operations/existence	20%		
	Number of organizations engaged as clients of similar or related programs	40%		
	Competency / Years of experience of training services in similar or related programs	40%		
			100%	
Quality of Personnel	Educational attainment of the Subject Matter Expert	30%		
	Training qualifications of the Subject Matter Expert	30%		
	Related experience of the Subject Matter Expert	40%		
			100%	
Plan of approach and methodology	Work Plan	30%		
	Approach and methodology (Training Design and Content)	70%		
			100%	
Applicable Experience		X (0.25)		
Quality of Personnel		X (0.25)		
Plan of approach and methodology		X (0.25)		
Financial Proposal		X (0.25)		
TOTAL				

Passing Score: (70%)

Prepared by:


ANTONIA LYNNEL L. BAUTISTA
 Chief Administrative Officer, HRDD-AO



TERMS OF REFERENCE

Procurement of Services of a Subject Matter Expert for the Conduct of a Seminar on Parenting

I. Rationale

In line with the 119th Philippine Civil Service Anniversary, the bureaucracy celebrates the achievements and contributions of the men and women in government who uphold the country's societal goals and over-all vision. The CSC enjoins civil servants to actively participate in the anniversary celebration.

On top of the CSC lined-up activities, the Human Resource Development Division of PCC, will conduct other employee development-related programs which include the conduct of a one-day (1) day seminar on Parenting. The program aims to educate the employees in terms of the process of raising children and providing them with protection and care in order to ensure their healthy development into adulthood. This is one strategy of PCC in providing not only the technical needs of its employees but other personal development needs which promotes work-life balance, as well, as part of its retention strategies.

In line with this, the PCC Administrative Office (AO) – Human Resource Development Division (HRDD), will conduct the **Seminar on Parenting** on **20 September 2019** at the PCC Board Room, 25/F Vertis North Corporate Centre I, North Avenue, Quezon City.

II. Objective

The general objective of the engagement is to enhance the parenting skills of the parent-attendees and educate parents -to-be to become responsible, respectful, and resourceful members of the community and teaches techniques and tips in effective parenting.

It further aims to achieve the following:

1. To make participants aware of what parenting is;
2. Develop a mindset when it comes to taking care of children;
3. Identify parenting style and how to improve; and
4. Learn to balance being a parent and work.

III. Scope of Work

The Subject Matter Expert (SME) is expected to do the following activities:

1. Lectures: Comprised of presentations on the basic concepts and relevant guidelines on effective parenting on specifically on Parenting Styles, Preparing



III. Scope of Work

The Subject Matter Expert (SME) is expected to do the following activities:

1. Lectures: Comprised of presentations on the basic concepts and relevant guidelines on effective parenting on specifically on Parenting Styles, Preparing for Parenthood, Positive Discipline, Mindful Parenting, Effective Parent Communication, Technology and Parenting, Deepening Connection with Parents.
2. Structured Learning Exercise: In this activity, the participants will get to interact with one another to gain better appreciation of the concepts. These include games, film showing, and sharing sessions;
3. Conduct and facilitate the one-day *Seminar on Parenting*;
4. Provide a copy of the training materials (e.g., presentations and handouts) to the AO-Human Resource Management Division prior to the conduct of the training;
5. Administer pre- and post- evaluation survey forms and prepare the required post training report and documentation incorporating the evaluation results and the trainers' insights on lessons learned and recommendations; and
6. Issue certificates to the participants upon completion of the training.

IV. Training Description

The program shall be a one (1) day activity scheduled on 25 September 2019, from 9:00 AM to 5:00 PM, at the PCC Court Room 25/F Vertis North Corporate Center I, North Avenue, Quezon City. It shall be attended by at most 35 PCC personnel.

V. Terms and Conditions

The SME experts shall:

1. Conduct the training within the agreed timeframe;
2. Prepare the program and course design for the training;
3. Provide handouts for the participants;
4. Provide one (1) set of training materials for reference of PCC;
5. Provide resource person/s and facilitator;
6. Provide certificates of completion to the participants;
7. Develop and subsequently administer pre- and post-evaluation surveys and prepare required post training report and documentation; and
8. Treat all information provided by the PCC, during the course of the project, with utmost confidentiality.

The PCC shall:

1. Designate a counterpart team that will work closely with the SME on the technical and administrative requirements of the project;
2. Provide logistical requirements for the seminar, to include training venue, equipment (projector with laptop), supplies, and meals for participants; and
3. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule.

VI. Minimum Qualifications for the Subject Matter Expert

1. Must have at least a bachelor's degree preferably in any of the following:
Psychology, Public Administration/Management, Social Science, or other allied courses;
2. Has been engaged in training services for at least five (5) years;
3. Has been engaged by at least three (3) companies/institutions in a similar program, one (1) of which belonging to the public/government sector; and
4. Resource person/s should have relevant experience in conducting a seminar or workshop in parenting.

VII. Criteria for Shortlisting Eligible Bidder/s

Cognizant of Section 24 of the IRR of RA 9184, the following criteria and their corresponding weights shall apply in shortlisting the eligible prospective bidders.

Criteria	Weight (%)	Basis
Applicable experience and capability of the bidder	50%	If individual bidder, signed curriculum vitae submitted relative to relevant work experience and trainings attended If firm, records of previous engagements, quality, and extensive knowledge on Philippine agricultural sector
Qualification of personnel who may be assigned to the project	30%	Signed curriculum vitae submitted relative to relevant work experience and trainings attended
Current work load relative to capacity	20%	Records of on-going and previous engagements

The top three bidders with at least 70 percent overall score on the above-mentioned criteria will be shortlisted.

VIII. Criteria for Evaluation or Selection

PCC shall select the most qualified Consultant 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>Quality of personnel</i>, i.e., suitability of key staff to perform the project's scope of work, general qualifications and competence including education and training background of key staff (25%)▪ <i>Experience</i> (25%)▪ <i>Plan of approach and methodology</i>, i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal (25%)	75%
Financial Proposal	25%
Total	100%

IX. Approved Budget for the Contract

For and in consideration of the services of the consultant, the PCC shall pay the sum of *Fifty Thousand Pesos (Php50,000.00)*, inclusive of all applicable government taxes and service charges.

X. Mode of Payment

Payment shall be made within fifteen days from the delivery of the service and submission of End-User's Certificate of Satisfactory Services Rendered.

XI. Confidentiality of Data and Information

The SME 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 not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

XII. Conflict of Interest

The SME must be independent from the entities which operate in the business of the particular sector covered by the scope of this engagement and must have no conflict of interest. There is conflict of interest when the SME has an interest in the business of the entities operating, whether directly or indirectly, in the particular sector covered by this engagement, and the interest of such SME, or his rights or duties therein, may be opposed to or affected by the performance of his duty as SME.

XIII. Liquidated Damages

If the SME fails to deliver any or all of the goods and/or to perform the services within the period specified in the 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 the unperformed portion of every day of delay. 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.

XIV. Dispute Agreement / 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

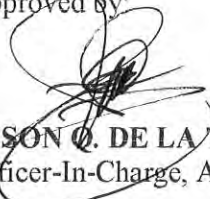
Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:



Antonia Lynnely L. Bautista
Chief Administrative Officer, HRDD

Approved by:



JESON O. DE LA TORRE
Officer-In-Charge, Administrative Office (AO)

Conforme:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Name of Company
_____ Date

RATING SHEET

RE: "Procurement of Subject Matter Expert for the Seminar on Parenting"

EVALUATION CRITERIA	CRITERIA	WEIGHT (%)	RATING	FACTOR VALUE
Applicable Experience	Number of years in operations/existence	20%		
	Number of organizations engaged as clients of similar or related programs	40%		
	Competency / Years of experience of training services in similar or related programs	40%		
			100%	
Quality of Personnel	Educational attainment of the Subject Matter Expert	30%		
	Training qualifications of the Subject Matter Expert	30%		
	Related experience of the Subject Matter Expert	40%		
			100%	
Plan of approach and methodology	Work Plan	30%		
	Approach and methodology (Training Design and Content)	70%		
			100%	
Applicable Experience		X (0.25)		
Quality of Personnel		X (0.25)		
Plan of approach and methodology		X (0.25)		
Financial Proposal		X (0.25)		
TOTAL				

Passing Score: (70%)

Prepared by:



ANTONIA LYNNELY L. BAUTISTA
Chief Administrative Officer, HRDD-AO



TERMS OF REFERENCE

Procurement of Services of a Subject Matter Expert for the Conduct of a Personality Development Seminar

I. Rationale

Pursuant to Administrative Order No. 402 dated 2 June 1998, DOH-DBM-PHIC Joint Circular No. 1 dated 9 September 1998, which provides that “all government agencies and GOCCs shall provide, among others, a health program for their employees”, the PCC supports this policy through implementation of related activities for its employees.

The PCC considers that the overall health and wellness profile of an employee must have a balance of physical, emotional, social, spiritual, occupational, intellectual, and financial wellness. For this year, it has lined-up activities that covers the social well-being of the employee which includes personality development in relation to enhancing and grooming one’s outer and inner self to bring about a positive change in one’s life and in conducting one’s self as an employee inside and outside the office.

In line with this, the PCC Administrative Office (AO) – Human Resource Development Division (HRDD), will conduct the **Seminar on Personality Development** on **25 September 2019** at the PCC Board Room, 25/F Vertis North Corporate Centre I, North Avenue, Quezon City.

II. Objective

The general objective of the engagement is to provide the participants techniques and tips in enhancing and grooming one’s outer and inner self to bring about a positive change in one’s life and in conducting one’s self as an employee inside and outside the office.

It further aims to achieve the following:

1. To make participants aware of their impact, responsibilities and capabilities;
2. Equip the participants with the concrete tools that will inculcate a mindset for innovation and the capability to generate new, out of the box ideas; and
3. Empower the participants to commit to change, while sustaining energy and passion for the organization’s mandate.

III. Scope of Work

The consultant is expected to do the following activities:

- a. Lectures: Comprised of presentations on the basic concepts and relevant policies on personality development specifically on Creating an Impressive First Impression, Power Dressing, Posture of Success, Non-Verbal Communication, Personal Grooming, Ethics and Manners / Social Graces, and Business Ethics, and Mindset of Innovation.
- b. Structured Learning Exercise: In this activity, the participants will get to interact with one another to gain better appreciation of the concepts. These include games, film showing, and sharing sessions;
- c. Conduct and facilitate the one-day *Seminar on Personality Development*;
- d. Provide a copy of the training materials (e.g., presentations and handouts) to the AO-Human Resource Management Division prior to the conduct of the training;
- e. Administer pre- and post- evaluation survey forms and prepare the required post training report and documentation incorporating the evaluation results and the trainers' insights on lessons learned and recommendations; and
- f. Issue certificates to the participants upon completion of the training.

IV. Training Description

The program shall be a one (1) day activity scheduled on September 2019, from 9:00 AM to 5:00 PM, at the PCC Court Room 25/F Vertis North Corporate Center I, North Avenue, Quezon City. It shall be attended by at most 35 PCC personnel.

V. Terms and Conditions

The resource person/subject matter experts shall:

1. Conduct the training within the agreed timeframe;
2. Prepare the program and course design for the training;
3. Provide handouts for the participants;
4. Provide one (1) set of training materials for reference of PCC;
5. Provide resource person/s and facilitator;
6. Provide certificates of completion to the participants;
7. Develop and subsequently administer pre- and post-evaluation surveys and prepare required post training report and documentation; and
8. Treat all information provided by the PCC, during the course of the project, with utmost confidentiality.

The PCC shall:

1. Designate a counterpart team that will work closely with the Consultant on the

- technical and administrative requirements of the project;
- 2. Provide logistical requirements for the seminar, to include training venue, equipment (projector with laptop), supplies, and meals for participants; and
- 3. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule.

VI. Minimum Qualifications for the Resource Person or Subject Matter Expert

- 1. Must have at least a bachelor’s or master’s degree preferably in any of the following: Psychology, Public Administration/Management, Social Science, or other allied courses;
- 2. Has been engaged in training services for at least five (5) years;
- 3. Has been engaged by at least three (3) companies/institutions in a similar program, one (1) of which belonging to the public/government sector; and
- 4. Resource person/s should have relevant experience in conducting a personality development initiatives or program.

VII. Criteria for Shortlisting Eligible Bidder/s

Cognizant of Section 24 of the IRR of RA 9184, the following criteria and their corresponding weights shall apply in shortlisting the eligible prospective bidders.

Criteria	Weight (%)	Basis
Applicable experience and capability of the bidder	50%	If individual bidder, signed curriculum vitae submitted relative to relevant work experience and trainings attended If firm, records of previous engagements, quality, and extensive knowledge on Philippine agricultural sector
Qualification of personnel who may be assigned to the project	30%	Signed curriculum vitae submitted relative to relevant work experience and trainings attended
Current work load relative to capacity	20%	Records of on-going and previous engagements

The top three bidders with at least 70 percent overall score on the above-mentioned criteria will be shortlisted.

VIII. Criteria for Evaluation or Selection

PCC shall select the most qualified Consultant 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>Quality of personnel</i>, i.e., suitability of key staff to perform the project's scope of work, general qualifications and competence including education and training background of key staff (25%)▪ <i>Experience</i> (25%)▪ <i>Plan of approach and methodology</i>, i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal (25%)	75%
Financial Proposal	25%
Total	100%

IX. Approved Budget for the Contract

For and in consideration of the services of the consultant, the PCC shall pay the sum of *Fifty Thousand Pesos (Php50,000.00)*, inclusive of all applicable government taxes and service charges.

X. Mode of Payment

Payment shall be made within fifteen days from the delivery of the service and submission of End-User's Certificate of Satisfactory Services Rendered.

XI. 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 not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

XII. Conflict of Interest

The Consultant must be independent from the entities which operate in the business of the particular sector covered by the scope of this engagement and must have no conflict of interest. There is conflict of interest when the Consultant has an interest in the business of the entities operating, whether directly or indirectly, in the particular sector covered by this engagement, and the interest of such Consultant, or his rights or duties therein, may be opposed to or affected by the performance of his duty as Consultant.

XIII. Liquidated Damages

If the Consultant fails to deliver any or all of the goods and/or to perform the services within the period specified in the 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 the unperformed portion of every day of delay. 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.


XIV. Dispute Agreement / 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:


Antonja Lynnely L. Bautista
Chief Administrative Officer, HRDD

Approved by:


JESON Q. DE LA TORRE
Officer-In-Charge, Administrative Office (AO)

Conforme:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Name of Company
_____ Date


**Annex 1
RATING SHEET**

RE: "Procurement of Subject Matter Expert for the Seminar on Personality Development"

EVALUATION CRITERIA	CRITERIA	WEIGHT (%)	RATING	FACTOR VALUE
Applicable Experience	Number of years in operations/existence	20%		
	Number of organizations engaged as clients of similar or related programs	40%		
	Competency / Years of experience of training services in similar or related programs	40%		
	100%			
Quality of Personnel	Educational attainment of the Subject Matter Expert	50%		
	Training qualifications of the Subject Matter Expert	50%		
	100%			
Plan of approach and methodology	Work Plan	30%		
	Approach and methodology (Training Design and Content)	70%		
	100%			
Applicable Experience		X (0.25)		
Quality of Personnel		X (0.25)		
Plan of approach and methodology		X (0.25)		
Financial Proposal		X (0.25)		
TOTAL				

Passing Score: (70%)

Prepared by:


ANTONIA LYNNELY L. BAUTISTA
 Chief Administrative Officer, HRDD-AO

