



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-02-0101-2023-02-0059-0303-0035
Purchase Request No.:	02-0101-2023-02-0059

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Procurement of Services of Facilitator and Supply of Training Materials for the Coaching for Effectiveness for Supervisors and Managers (CFE-SM)
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Based on the schedule to be provided by the end-user
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user’s certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **09 March 2023, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	<p>I. BACKGROUND</p> <p>The Department of Energy (DOE), hereunto referred to as the CLIENT, needs the services of a duly licensed/registered, capable, competent, and stable training provider which specializes in Coaching and Mentoring, hereunto referred to as the Service Provider, shall provide immediate intervention to our employees through a coaching and mentoring activities for DOE supervisors and managers for better productivity and will result to yielding quality outputs from engaged, encouraged and motivated workforce of the CLIENT.</p> <p>II. SCOPE OF WORK / BRIEF DESCRIPTION OF THE ASSIGNMENT</p> <p>a) The Service Provider will design a specialized coaching and mentoring program for the DOE managers and supervisors, to address, interpret and guide the employees on how they can further develop their emotional stability and counterproductive behavior, work behavior, and personality.</p> <p>b) The Service Provider through the workshop will likewise help the learners apply and align their new learnings on their day-to-day tasks to help further improve their team’s performance and productivity.</p>			115,000.00

	<div>c) The Service Provider will conduct the Coaching and Mentoring workshop for 25 employees for a sixteen (16) hour face to face session.</div> <div>d) The Service Provider will design and conduct a program to help participants develop their understanding of coaching and mentoring and the benefits of using them in the workplace. Provide toolkit, to enable the learners recognize how to structure and carry out an effective coaching or mentoring session, understand the benefits of coaching and mentoring in the workplace and various coaching models and how to use them to maximize results and the personal and professional development of employees, team members, and friends, and teach the skills needed to become an excellent coach and mentor.</div> <div>III. KEY QUALIFICATIONS</div> <div><div><div>SERVICE PROVIDER</div><div>a) To guarantee quality results, the provider must be Certified, accredited, and affiliated with the following:<div><div>i. ISO 9001:2015-certified service provider</div><div>ii. Civil Service Commission (CSC)</div><div>iii. Professional Regulatory Commission (PRC) as a Continuing Professional Development (CPD) Providers</div><div>iv. National Privacy Commission (NPC) Registered for the Data Privacy Act of 2012</div></div></div><div>b) Platinum member of PhilGeps Registration</div><div>c) Must be in the field of psychometrics, assessment-related services, L&D programs, and consulting services for at least 10 years.</div><div>d) Must have provided Learning and Development intervention to National Government Agencies (NGAs), Government Financial Institutions (GFIs), and Government-Owned and Controlled Corporations (GOCCs) for at least one (1) within the last five (5) years;</div><div>e) Must have in its roster a Licensed Psychologist and Psychometrician who are bonafide members of the Psychological Association of the Philippines (PAP); and</div><div>f) Submit a valid Mayor’s Permit, Income or Business Tax Return and Notarized Omnibus Sworn Statement.</div></div><div><div>LEAD FACILITATOR/TRAINOR</div><div>a) Must be under an existing on-line and Competency-based assessment/centers for leaders, supervisors, and other line of professionals in the government and private sectors.</div><div>b) With related Certifications on Trainings attended, such as along the area of Philippine Psychology, Seminar on Peoples’ Studies and Research, Competency-based Tests, Stress Management, Cognitive Behavior Therapy, etc.</div><div>c) With at least five (5) years of experience in conducting assessments relating to emotional quotient (EQ), cognitive and aptitude assessment (i.e., test about measuring job-related abilities), and the personality/ behavior assessment (i.e., test about protecting the agency/employer against inefficiency, under-productive, and about work</div></div></div>	
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	<p>values/attitude), and more importantly in coaching and mentoring.</p> <p>d) Must be a licensed Psychologists who can actually produce and effectively measure competencies essential for the employee success.</p> <p>IV. SERVICE PROVIDER’S RESPONSIBILITIES</p> <p>a) Develop Course outline and contents of the Coaching for Effectiveness for Supervisors and Managers (CFE-SM) for a 2 - day training program, with final approval of the Client.</p> <p>b) Prepare PowerPoint presentation and necessary handouts for the participants on the basis of the approved training manual.</p> <p>c) Deliver 2-day training program for 25 DOE Managers and Supervisors.</p> <p>d) Prepare a training delivery schedule with full itinerary of the events.</p> <p>e) Select resource persons and assign Training Assistant to deliver CFE training sessions.</p> <p>f) Organize training materials and other necessary arrangements for the participants to attend in the training.</p> <p>g) Prepare and submit the training reports for the program with Training Certificates and photographs of the participants.</p> <p>h) Submit the final training documents (manual and power point slides, group work exercise etc.) and documentation.</p> <p>V. IMPLEMENTATION SCHEDULE</p> <p>The Service Provider shall consult and coordinate with the Learning and Development Section of the Human Resource Management Division of DOE to accomplish the assignment successfully.</p> <p>The target training date is on 27 and 28 March 2023. Briefing session to be decided. <i>(Subject to finalization of the training dates)</i></p> <table> <tr> <th>#</th><th>Assignment</th><th>Number of Days</th></tr> <tr> <td>1</td><td>Inception Meeting Presentation of the goals, objective and approach of the Workshop</td><td>1</td></tr> <tr> <td>2</td><td>Development Course outline and contents of the Coaching for Effectiveness for Supervisors and Managers (CFE-SM) includes training materials, presentations & hand-outs</td><td>10</td></tr> <tr> <td>3</td><td>Planning for the session</td><td>5</td></tr> <tr> <td>4</td><td>Conduct of the training program and briefing session</td><td>3</td></tr> <tr> <td>5</td><td>Reporting: Training reports for the program with Training Certificates and photographs of the participants Final training documents (manual and power point slides, group work exercise etc.) and documentation</td><td>3</td></tr> </table>	#	Assignment	Number of Days	1	Inception Meeting Presentation of the goals, objective and approach of the Workshop	1	2	Development Course outline and contents of the Coaching for Effectiveness for Supervisors and Managers (CFE-SM) includes training materials, presentations & hand-outs	10	3	Planning for the session	5	4	Conduct of the training program and briefing session	3	5	Reporting: Training reports for the program with Training Certificates and photographs of the participants Final training documents (manual and power point slides, group work exercise etc.) and documentation	3	
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<p>General Conditions:</p> <p>1. Quotation shall be valid for sixty (60) days from submission</p> <p>2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. <i>(If applicable)</i></p>																				

3. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number/Certificate
 - c) Income /Business Tax Return (**For ABCs above 500k**)
 - d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
Company Name :
Procurement Title :
Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
Delivery Location : Department of Energy Main Office, BGC Taguig City
Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
<p>General Conditions:</p> <p>8. Quotation shall be valid for sixty (60) days from submission</p> <p>9. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable)</p> <p>10. The following documents shall be attached/included in the submission of proposal/quotation:</p> <p> e) Mayor's / Business Permit</p> <p> f) PhilGEPS Registration Number</p> <p> g) Income / Business Tax Return</p> <p> h) Omnibus sworn Statement (Annex C)</p> <p>11. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.</p> <p>12. The Supplier shall clearly state the company name and account name for payment.</p> <p>13. The price quoted is inclusive of all taxes and other charges.</p>				

14. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative

Company Name/Business name that will be used in the Notice of Award and Purchase Order/Notice to Proceed

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement

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/PR No.]* 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/PR No.]* 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;
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 following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project/PR No.].

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.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____