



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

RFQ No.	RFQ-02-0101-2022-10-0371-1114-0179
Purchase Request No.:	02-0101-2022-10-0371

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF SERVICES (FACILITATOR/TRAINING PROVIDER) FOR THE CONDUCT OF PEOPLE MANAGEMENT SKILLS TRAINING (FACE-TO-FACE)
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Lot
DeliverySchedule	: CONDUCT OF THE PEOPLE MANAGEMENT SKILLS TRAINING PROGRAM FOR THE DOE-EMPLOYEES FOR TWO (2) DAYS
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 **17 November 2022, 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
	FACILITATOR/TRAINING PROVIDER			65,000.00
	1. Period <ul style="list-style-type: none">➤ Provide services for the conduct of the People Management Skills Training Program for the DOE-employees for two (2) days.			
	2. Scope of Work <ul style="list-style-type: none">➤ Provide Services for the conduct of the People Management Skills Training for the DOE employees, particularly Senior Officers, Supervising Officers, Section Heads and Division Chiefs.➤ Provide services as training provider/facilitator for the duration of the said training.➤ To ensure the smooth flow of the program; encourage participation; integrate structured learning exercises and modules with theoretical framework / provide unfreezing activities to attain the training objectives.➤ Submit proceedings/report/evaluation on the training conducted.			
	3. Qualifications of the Training Provider/Facilitator <ul style="list-style-type: none">➤ Has the expertise (present proof of expertise/credentials such as Certification, Resolution, etc.) to conduct training focused on the aforementioned training requirements;➤ Has handled activities (identify activities handled) of government organizations (please provide list of clients); and,			

	<ul style="list-style-type: none">➤ 10 years of experience in effective facilitation on topics stated above as required for Senior Officers, Supervising Officers, Section Heads and Division Chiefs involved in supervising of personnel which were conducted in national government agencies/or big private companies;➤ Has PhilGeps accreditation	
<p>General Conditions:</p> <ol style="list-style-type: none">1. Quotation shall be valid for sixty (60) days from submission2. 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)3. The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none">a) Mayor's / Business Permitb) PhilGEPS Registration Number/Certificatec) 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.		