



## REQUEST FOR QUOTATION

**RFQ-GAA-2024-019**

1. The **DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)**, through its Bids and Awards Committee (BAC), invites PhilGEPS registered suppliers/contractors to submit **quotations** for the project **“Procurement of service for one (1) resource speaker for the conduct of training-workshop on strategic project management”** with Approved Budget for the Contract (ABC) in the amount of **Eighty thousand pesos only (Php80,000.00)**:

Descriptions	Source of Fund	Approved Budget for the Contract (ABC)
<p><b>Procurement of service for one (1) resource speaker for the conduct of training-workshop on strategic project management</b></p> <p><i>(see attached Terms of Reference(TOR))</i></p>	<p><b>General Appropriations Act (GAA) FY2024</b></p>	<p><b>Php80,000.00</b></p>

2. Procurement will be conducted through Negotiated Procurement – Small Value Procurement (Sec. 53.9) as prescribed under Rule XVI – Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.
3. Suppliers/contractors shall submit their quotations on or before **05 April 2024 2024, 10:00 A.M.** at the DOST-STII – BAC Secretariat - Property Section, 2<sup>nd</sup> Flr. STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City. Quotations may also be submitted through email at: [rachel.mesias@stii.dost.gov.ph](mailto:rachel.mesias@stii.dost.gov.ph) or [philip.tumbali@stii.dost.gov.ph](mailto:philip.tumbali@stii.dost.gov.ph).

A copy of your **2024 Mayor’s/Business Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid **Certificate of PhilGEPS Registration (Platinum Membership)** may be submitted in lieu of the Mayor’s/Business Permit.



4. The DOST-STII reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. DOST-STII further reserves the right to reject any and all proposals, or declare a failure of bidding, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability in accordance with Republic Act (RA) No. 9184 and its Implementing Rules and Regulations.
  
5. For further information, please refer to:

**JONA M. BERNAL**  
BAC Secretariat  
Contact No. 0923-9582400

  
**ALAN C. TAULE**  
BAC Chairperson

Approved by:

  
**RICHARD P. BURGOS**  
Director



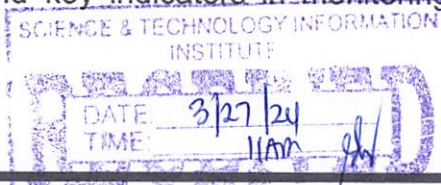
## TERMS OF REFERENCE

**PROJECT** : Training-Workshop on Strategic Project Management  
**DATE TARGET** : 22 - 23 April 2024  
**BUDGET** : PHP 80,000.00  
**NO. OF PARTICIPANTS** : Identified Participants  
**PROPONENT** : Science and Technology Information Institute -  
 Finance and Administrative Division,  
 Human Resource Section

### I. COURSE / PROGRAM OBJECTIVE AND DESCRIPTION

In this Post-Pandemic era, organizations develop and execute techniques to resolve the new encountered challenges, improve the service delivery to satisfy the current needs and expectations of the clients and stakeholders, and provide a strategic alignment between employees' work performance and organizational objectives in this fast changing world environment. The Department of Science and Technology – Science and Technology Information Institute (DOST-STII) Projects were also affected with these challenges and can be addressed by formulating strategic initiatives that are designed to help the institute in achieving the strategic objectives and have a significant long term organization-wide impact. Thus, this training-workshop will help the DOST-STII employees to be more high performing individuals in managing various aspects of the project by using different management tools and techniques in order to achieve objectives and to produce its intended outcomes within the specific period, while ensuring optimum use of resources. The employees will be able to provide support in using appropriate processes aligned with the Project Scope, to identify resource needs and prepare project plans/roadmaps, to be knowledgeable in proper techniques in monitoring and evaluating project plans, and to be able to maintain an effective project database / defining Project Structures.

- To prepare a work plan using appropriate and effective techniques and tools that aligns with overall project objectives of the institute;
- To improve in creating resource / quality / financial / acceptance and communication plans for the project; and
- To enhance ways of identifying metrics, standard of performance, critical success factors, and key indicators in monitoring and assessing results to track performances.







## II. TECHNICAL SPECIFICATIONS

### Provide:

- A. Consultant/Resource Speaker
- B. Interactive Workshops
- C. Instructional Materials

### Prepare:

- D. Tailor-fit training modules for DOST-STII
- E. Certificates of Participation
- F. Training Reports

### Conduct and facilitate the training workshop

## III. TARGET PARTICIPANTS

The target participants for this training-workshop are identified DOST-STII employees.

## IV. QUALIFICATION REQUIREMENTS AND SHORTLISTING CRITERIA

The Service Provider to be contracted under this TOR should comply with the eligibility requirements set forth under Section 24 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Furthermore, the STII requires the services of an organization or company that conducts HR/OD-related training programs, with the following set requirements:

1. Duly registered company or organization;
2. With at least three (3) years of experience in conducting similar training programs, including at least one (1) government institution. The Resource Speaker's profile must show at least five (5) years of solid experience and skills in human resource-organizational development and project management.

Subsequently, the list of eligible and qualified Service Provider shall be evaluated using the Quality-Cost Based Evaluation (QCBE) Procedure:

1. Technical Component (80%)
  - Applicable experience and capability of the firm for at least past three (3) years (30%);
  - Qualifications of the primary consultant (50%);
2. Financial Component (20%)



## II. GENERAL CONDITIONS

### A. Responsibilities of the Service Provider

1. Design a Training Course with appropriate workshop activities, modules, and evaluation tools that the training participants will be duly equipped with competencies required for better work performance of their Learning and Development functions;
2. In the event of absence, ensure that a substitute consultant/resource speaker continues the training-workshop;
3. Coordinate with the STII FAD-Human Resource Section for other training concerns that may arise; and
4. Provide necessary training tools, worksheets, handouts, and evaluation forms that are gender sensitive.
5. Identifying and raising any issue/concern beyond the scope of the project but relevant to the company's ability to achieve its objectives.
6. Ensure the timely submission of the training reports.

### B. Responsibilities of DOST-STII

1. Provide information requirements to the consultants;
2. Coordinate with the participants on schedules, availability of materials, etc.;
3. Ensure full-time attendance of the training participants;
4. Provide feedback on reports as needed; and
5. Pay the Service Provider based from the received quotation as per agreed payment terms (subject to usual accounting and auditing rules and regulations).

## II. BUDGET

The approved budget for the Resource Speaker's/Consultant's Professional Fee is **Eighty Thousand Pesos Only (Php 80,000.00)** inclusive of all applicable taxes.

## III. PAYMENT

The DOST-STII shall pay the contract price upon submission by the Service Provider of the required Terminal Report and Billing Statement.





*Prepared by:*

*Ruth L. Dondoyano* 03/20

**RUTH L. DONDOYANO**  
Administrative Officer II  
FAD – Human Resource Section

*Endorsed by:*

**TECHNICAL WORKING GROUP**

*Kristine B. Reyes*  
**MA. KRISTINE B. REYES**  
Chairperson

*Jasmin Joyce S. Clarin*  
**JASMIN JOYCE S. CLARIN**  
Member

*on leave*  
**KHASIAN EUNICE M. ROMULO**  
Member

