



REQUEST FOR QUOTATION

RFQ-2023-005

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 People Management Skills Training**” 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)
Procurement of Service of One (1) Resource Speaker for the Conduct of People Management Skills Training <i>(See attached Terms of Reference)</i>	General Appropriations Act FY2023	Php80,000.00

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 **01 February 2023, 10:00 A.M.** at the DOST-STII – BAC Secretariat - Property Section, 2nd Flr. STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City. Quotations may also be submitted through email at: lechar109@yahoo.com or philip.tumbali@stii.dost.gov.ph.

A copy of your **2022 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
Telephone No. 837-2071 loc. 2145


ALAN C. TAULE
BAC Chairperson

Approved by:


RICHARD P. BURGOS
Director



TERMS OF REFERENCE

PROJECT	:	PEOPLE MANAGEMENT SKILLS TRAINING
PROPONENT	:	SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE – FINANCE AND ADMINISTRATIVE DIVISION, HUMAN RESOURCE SECTION
TARGET DATES	:	22-23 February 2023
BUDGET REQUIREMENT:		P 80,000.00
Fund Source	:	GAA Fund

I. RATIONALE

As the DOST-Science and Technology Information Institute (DOST-STII) aims to be the leading agency in Science, Technology, and Innovation (STI), the agency acknowledges that constantly developing its workforce is crucial to sustain or surpass the growing demand for modernization and changes. While honing technical skills are of utmost importance, DOST-STII believes that further development of the leadership competencies of its leaders is equally—if not primarily—contributory in translating the institute’s vision into reality.

Last 29 November to 02 December 2021, sixteen (16) of DOST-STII leaders underwent the Advanced Leadership Development Program where the main focus was to help them compete in a VUCA environment. With increased awareness of their own leadership skills and behaviors, participants were able to craft action plans for enhancing these skills and behaviors in a VUCA Environment. A thematic analysis of these action plans revealed the various training needs of STII Leaders.

The training need that ranked highest is the need to develop their people management skill. People management is more than just managing the workforce, providing their needs, or making sure they get the job done—it is *also* about paying attention to and caring for employees.¹

¹ <https://www.learnerbly.com/articles/what-is-people-management>

II. OBJECTIVES

The general objective of this program is to develop the people management skills of the current managers and supervisors of DOST-STII; It also aims to deliver the following:

- To help leaders assess their personal effectiveness and to manage oneself;
- To understand the implications of interpersonal effectiveness on the ability to manage/lead; and
- To apply different techniques and strategies to improve people management in the organization.

III. SCOPE OF WORK

1. Provide:
 - a. Consultant/Resource Speaker
 - b. Interactive workshops
 - c. Instructional Materials
2. Prepare / Formulate:
 - a. Tailor-fit training modules for the STII participants
 - b. Certificates of Participation
3. Conduct and facilitate the training workshop

IV. TARGET PARTICIPANTS

The target participants for this training are sixteen (16) STII Leaders who attended the Advanced Leadership Development Training last 2021.

V. 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 a reputable and duly registered company or organization with at least three (3) years of experience in conducting HR/OD-related training programs, including at least one (1) government institution.

Subsequently, the list of eligible and qualified Service Provider shall be shortlisted based on the following criteria:

1. Applicable experience and capability of the firm for at least past five (5) years (30%);
2. Qualifications of the key consultant/resource speaker of the training/workshop (50%); and
3. Current workload relative to capacity (20%).

VI. GENERAL CONDITIONS

A. Responsibilities of the Service Provider

1. Develop learning design and plan.
2. Design/select workshop activities.
3. Design/prepare appropriate evaluation tools.
4. Develop materials per module.
5. Delivery of modules.
6. Provide handouts for the training/workshop.
7. Connect DOST-STII with a PMAP People Manager of the Year.*
8. In the event of absence of the primary consultant, ensure that a substitute consultant continues the activities set forth.
9. Preparation of training report.
10. Coordinate closely with the STII FAD-Human Resource Section for other concerns that may arise.

**Part of the proposed program is a 2-hour conversation with a PMAP People Management of the Year. This may be modified depending on the agreement with the Service Provider.*

B. Responsibilities of DOST-STII

1. Provide the venue, food and accommodation of the consultant/resource speaker and participants;
2. Ensure full-time attendance of the participants;
3. Prepare training report; and
4. Pay the Service Provider based from the received quotation as per agreed payment terms (subject to usual accounting and auditing rules and regulations).

VII. 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.

Prepared by:

PRECIOUS GAYLE A.C. BALGUA
Administrative Officer IV, FAD-HR

Endorsed by:

TECHNICAL WORKING GROUP


MA. KRISTINE B. REYES
Chairperson


JASMIN JOYCE P. SEVILLA
Member


KHASIAN EUNICE M. ROMULO
Member

Project Title: **PEOPLE MANAGEMENT SKILLS TRAINING**