

REQUEST FOR QUOTATION

RFQ-GAA-2024-024

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 Consultant/Resource Speaker**” with Approved Budget for the Contract (ABC) in the amount of **Two hundred fifty thousand pesos only (Php250,000.00)**:

Descriptions	Source of Fund	Approved Budget for the Contract (ABC)
Procurement of Service for Consultant/Resource Speaker <i>(see attached Terms of Reference (TOR))</i>	General Appropriations Act (GAA) FY2024	
1. Consultant/Resource Speaker for the conduct of DOST-STII Team Development Activity		Php100,000.00
2. Consultant/Speaker for the Training on 19011:2018 Guidelines for Auditing Management System		150,000.00
Total Approved Budget for the Contract (ABC)		Php250,000.00

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”.



- Suppliers/contractors shall submit their quotations on or before **07 May 2024 2024, 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: rachel.mesias@stii.dost.gov.ph or philip.tumbali@stii.dost.gov.ph.

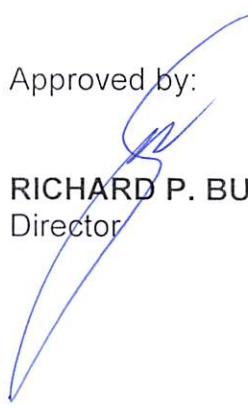
A copy of your **2024 Mayor's/Business Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid **Certificate of PhilGEPS Registration (Platinum Membership)** may be submitted in lieu of the Mayor's/Business Permit.

- 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 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.
- For further information, please refer to:

JONA M. BERNAL
BAC Secretariat


ALAN C. TAULE
BAC Chairperson

Approved by:


RICHARD P. BURGOS
Director



TERMS OF REFERENCE

PROJECT	: Training on 19011:2018 Guidelines for Auditing Management System
DATE TARGET	: 24-27 June 2024
BUDGET	: PHP 150,000.00
NO. OF PARTICIPANTS	: 40
PROPONENT	: Science and Technology Information Institute - Finance and Administrative Division, Records Section

I. COURSE / PROGRAM OBJECTIVE AND DESCRIPTION

The training on ISO 19011:2018 Guidelines for Auditing Management Systems is essential for the personnel involved in auditing processes within the agency. ISO 19011 provides guidance on auditing management systems, including the principles of auditing, managing audit programs, conducting audits, and evaluating the competence of individuals involved in the audit process. During the surveillance audit, the external auditors highlight the necessity of aligning auditing practices with ISO 9011:2018. Conducting this training aligns with the objectives of the Department of Science and Technology - Science and Technology Information Institute (DOST-STII) to promote quality management practices and enhance the competence of professionals in the field.

II. Objectives

- To familiarize participants with the principles and concepts of auditing as outlined in ISO 19011:2018.
- To provide participants with an understanding of the requirements for managing audit programs effectively.
- To equip participants with the skills necessary to plan, conduct, report, and follow up on management system audits according to ISO 19011:2018.
- To enhance the competence of auditors and audit team leaders in evaluating management systems effectively.



III. TECHNICAL SPECIFICATIONS

A. Provide:

1. Consultant/Resource Speaker
2. Interactive Workshops
3. Instructional Materials

B. Prepare:

1. Tailor-fit training modules for DOST-STII
2. Certificates of Participation
3. Training Reports

C. Conduct and facilitate the training workshop

IV. TARGET PARTICIPANTS

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

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 an organization or individual that conducts ISO-related training programs, with the following set requirements:

1. Duly registered individual or organization;
2. With at least three (3) years of experience in similar project, 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 ISO standards.

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%)

VI. 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-Records 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).

VII. BUDGET

The approved budget for the Resource Speaker's/Consultant's Professional Fee is **One Hundred Fifty Thousand Pesos Only (Php 150,000.00)** inclusive of all applicable taxes.

VIII. 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:

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Administrative Officer I
FAD – Records Section

Noted by:

Teresa M. Rosqueta
MA. TERESA M. ROSQUETA
Administrative Officer V
FAD – Records Section

Endorsed by:

TECHNICAL WORKING GROUP

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MA. KRISTINE B. REYES
Chairperson

Jasmin Joyce S. Clarin
JASMIN JOYCE S. CLARIN
Member

Khastian Eunice M. Romulo
KHASIAN EUNICE M. ROMULO
Member



TERMS OF REFERENCE

PROJECT	: 2024 DOST-STII Team Development Activity
DATE TARGET	: 13 - 14 June 2024
BUDGET	: PHP 100,000.00
PARTICIPANTS	: DOST-STII Permanent and Contract of Service Staff
PROPONENT	: Science and Technology Information Institute - Finance and Administrative Division, Human Resource Section

I. COURSE / PROGRAM OBJECTIVE AND DESCRIPTION

One of the personnel needs identified during the assessment conducted in 2023 was teamwork and collaboration. The post-pandemic world has transformed the way employees work. This gave the organization an opportunity to reevaluate strategies in fostering collaboration, cohesiveness, and communication among team members in a more diverse and effective approach that will lead to improved productivity and job satisfaction.

Individually, employees are able to perform assigned tasks and can deliver outstanding results. However, as a team, some employees have experienced challenges in providing and getting inputs due to poor coordination skill and communication gap. This may cause delays in attaining the common goals of the team.

To address this gap, the DOST-STII Human Resource Development Committee agreed to include this in the Learning and Development Plan for 2024. A team-building program with activities that are purposive and aligned with the overall objective is prescribed to make it more intentional and effective.

At the end of the activity, the participants shall be able to:

- Trust other members of the team that will enable effective communication and knowledge sharing.
- Create positive connections with other employees that will increase collaboration and productivity
- Build and foster strong workplace camaraderie
- Balance relationships with co-employees while maintaining focus on the goal-oriented nature of the team.



II. TECHNICAL SPECIFICATIONS

1. Provide:

- a. Resource Speaker
- b. Minimum of six (5) facilitators for the team building activities
- c. Materials
- d. Tokens

2. Prepare:

- a. Tailor-fit training module on "Teamwork and Collaboration: Building Trust and Camaraderie" with emphasis on the theme, "One Team. One Goal."
- b. Procedure in processing the activities
- c. Training Reports

3. Conduct and facilitate the training workshop

III. TARGET PARTICIPANTS

The target participants are one hundred fifteen (115) DOST-STII Personnel.

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. A reputable and duly registered company or organization;
2. With at least five (5) years of experience in conducting face-to-face team building programs/activities, including at least one (1) government institution.
3. The Resource Speaker's profile must show at least five (5) years of solid experience and skills in human resource-organizational development and similar training programs.

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%)

V. GENERAL CONDITIONS

A. Responsibilities of the Service Provider

1. Facilitate the seminar on “Teamwork and Collaboration: Building Trust and Camaraderie”.
2. Provide handouts for the seminar.
3. Design/select teambuilding activities.
4. Deliver/facilitate the teambuilding activities.
5. Provide materials and tokens for the teambuilding activities.
6. Conduct processing after every activity.
7. In the event of absence of the primary Resource Speaker, ensure that a substitute consultant continues the activities set forth.
8. Prepare documentation/activity report.
9. Coordinate closely with the STII FAD-Human Resource Section for other concerns that may arise.

B. Responsibilities of DOST-STII

1. Provide the venue and food for the resource speaker and team building facilitators;
2. Ensure full-time attendance of the participants;
3. Prepare evaluation reports;
4. Pay the Service Provider based from the received quotation as per agreed payment terms (subject to usual accounting and auditing rules and regulations).

VI. BUDGET


The approved budget for the Resource Speaker’s/Consultant’s Professional Fee including activity materials and tokens is **One Hundred Thousand Pesos Only (Php 100,000.00)** inclusive of all applicable taxes.



VII. 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:


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Endorsed by:

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 4/23/24
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