



## REQUEST FOR QUOTATION

**RFQ-2022-037**

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 Consultancy Service for DOSTv’s Broadcast Planning and Goal-Setting Exercise”** with Approved Budget for the Contract (ABC) in the amount of **One Hundred Thirty-five Thousand Pesos Only (Php135,000.00)**:

Descriptions	Source of Fund	Approved Budget for the Contract (ABC)
<b>Procurement of Consultancy Service for DOSTv’s Broadcast Planning and Goal-Setting Exercise</b>  <i>(See attached Terms of Reference)</i>	<b>General Appropriations Act FY2022</b>	<b>Php135,000.00</b>

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 **28 September 2022, 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: [lechar109@yahoo.com](mailto:lechar109@yahoo.com) or [philip.tumbali@stii.dost.gov.ph](mailto:philip.tumbali@stii.dost.gov.ph).

A copy of your **2021 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.



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**



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

<b>ACTIVITY</b>	:	<b>DOSTv's Broadcast Planning and Goal-Setting Exercise</b>
<b>PROPONENT</b>	:	<b>DOST- Science And Technology Information Institute (DOSTv)</b>

### I. RATIONALE

Six years ago, DOST-Science and Technology Information Institute (DOST-STII) unveiled **DOSTv: Science For The People** as its official online and broadcast platform to bring the latest news and information on Philippine S&T, including weather advisories, to the Filipino public.

Specifically, through DOSTv, DOST-STII will:

- Provide an effective avenue to disseminate DOST's programs, services, and research thrusts to stakeholders;
- Help spur greater interest in science, technology, and innovation in the Philippines;
- Contribute to higher awareness on the prevention and mitigation of disasters caused by natural hazards;
- Enhance and strengthen partnerships with other government agencies, private institutions, academe, NGOs, and individual researchers and inventors.

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Through the years, DOSTv utilized different broadcast platforms such as television by partnering with the state channel, PTV-4, and a cable network, Global News Network, GMA News TV, and CNN Philippines. DOSTv also had its presence on radio through a talk show on Radyo Pilipinas 1 (DZRB 738 AM) called "DOSTv sa Radyo" aired in 2019. DOSTv also uses the online platform through its Facebook Page, YouTube Channel, and website.

In 2020, operations ceased resulting in the hiatus in TV and radio airing due to the onslaught of the pandemic. DOSTv quickly pivoted to continuously produce and air broadcast content digitally with its segments namely, "DOST Report," "Expertalk Online," and "Bantay Bulkan."

In the 4th quarter of 2021, DOSTv launched "Animaghham," an animation segment intended for children to learn and promote S&T stories. More so, "Siyensikat" had a comeback, still airing over a major network, but this time on CNN Philippines.

In its six-year run, DOSTv garnered different awards and recognitions such as two Anak TV Seal Awards in 2018 and 2019, two Silver Anvils and one Gold Anvil Award by the Public Relations Society of the Philippines, finalist in the Government Best Practice Recognition by the Development Academy of the Philippines, and eleven (11) Gandingan awards from the UP-Community Broadcasters' Society including its highest honor, the Gandingan ng Kaunlaran: Most Development-Oriented Radio/TV/Online Platform.

One of the best achievements that DOSTv received was being included in the National Priority Plan (NPP) of the National Economic Development Authority for the last five (5) years. The NPP provides tax breaks to project donors. Being part of NPP helped the program attract donors thus sustaining DOSTv's cost of operations.

Today, DOSTv programs have become the official source of DOST and science-based news and information, the medium for cascading DOST's programs and services for the benefit of the people via online and broadcast media.

With the new government administration, it is imperative to realign DOSTv's programming and goals to the priorities of the current administration. The program design and goal-setting exercise aim to help review DOSTv's strengths and weaknesses and identify the threats and opportunities that could help draft its mission and vision. This will also serve as a guide in setting up goals and plotting major activities in the next six years.

## **II. OBJECTIVES**

- To draft DOSTv's mission and vision statement
- To set goals and plot activities of DOSTv for 2023-2024 and align them to the priorities of the current administration
- To conduct environmental scanning and risk management on broadcast discussion
- To draft a balanced scorecard and performance key indicator/s to measure the success of the program

## **III. SCOPE OF WORK**

1. Provide:
  - Consultant(s)/Resource Speaker(s)
  - Pre-workshop research and discussion with the DOSTv team
  - Detailed program design
  - Proposed workshop activities

- Interactive 2-day workshop on October 11-12, 2022 (with 1-day observation on DOSTv workshop with a media practitioner on October 10, 2022) (face-to-face)
2. Prepare / Formulate:
    - Customized workshop materials for the DOST-STII participants

#### **IV. QUALIFICATIONS REQUIREMENTS AND SHORTLISTING CRITERIA (PROPERTY)**

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

1. Experience in conducting strategic planning training/workshop;
2. Preferably with experience in conducting and/or attending activities related on the field of Communication, Broadcast Media, Journalism, etc.
3. Experience with government agencies as End Users or training participants (familiarity with government accounting and auditing rules for payments).

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%).

#### **V. GENERAL CONDITIONS**

##### **A. Responsibilities of the Service Provider and Key Consultant**

1. Guide in drafting the following:
  - Mission and vision statement of DOSTv
  - Balanced Scorecard
  - Key performance indicators
  - Environment Scanning
  - Risk Management for Broadcast
2. Conduct pre-workshop research and consultations with the DOST-STII representatives to set direction and level expectation;

3. Formulate/design a training course/agenda with asset outcome that training participants are duly equipped with competencies required for better performance;
4. In the event of absence, ensure that a substitute consultant/resource speaker with similar competencies continues the training workshop; and
5. Coordinate closely with the DOST-STII Human Resource Section and DOSTv Team for other workshop concerns that may arise.

**B. Responsibilities of the DOST-STII**

1. Provide the food, transportation, first aid kit for emergencies and accommodation of the consultant(s)/resource speaker(s) and participants;
2. Provide an online platform for the online participants;
3. Prepare the Training Terminal Report;
4. Ensure full-time attendance of the target participants;
5. Monitor the attendance of the participants;
6. Documentation of the event; and
7. Pay the Service Provider based from the received quotation as per agreed payment terms (subject to usual accounting and auditing rules and regulations)

**VI. BUDGETARY REQUIREMENT**

DOSTv's Broadcast Planning  
and Goal-Setting Exercise

**P 135,000.00**  
*(inclusive of all applicable taxes)*

**VII. Duration**

The project will start one week upon receipt of the signed contract and down payment with the tentative date below:


- October 3-7, 2022 (One week before the event)
- October 10-12, 2022 (Event proper)

Added days would be included for the submission of reports, if necessary.

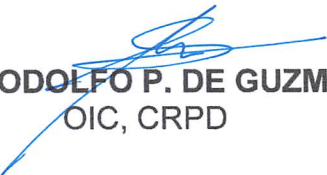
**VIII. Payment**

The DOST-STII shall pay the contract price on the last day of the workshop course completed. Note that payments shall only be made upon submission by the Service Provider of a billing statement.

Prepared by:

  
**RESTY R. BALILA**  
Information Officer III

Recommending Approval:


  
**RODOLFO P. DE GUZMAN**  
OIC, CRPD

Approved by:

  
**RICHARD P. BURGOS**  
Director

Technical Working Group

  
**MA. KRISTINE B. REYES**  
Chairperson

  
**JASMIN JOYCE P. SEVILLA**  
Member

  
**KHASIAN EUNICE M. ROMULO**  
Member