



PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City

ALTERNATIVE MODE

REQUEST FOR QUOTATION

No. RFQ-2023-612

Date: _____
 Name of Supplier: _____
 Address: _____
 Telephone No. _____

Please quote your lowest price as per specifications per item listed below thru Alternative Mode of Procurement - Negotiated Procurement - Small Value) on or before **September 26, 2023**.

Please fax your quotation at 8588-9997 or email at pcmcproc@gmail.com / Attention: **MS. LOVELY M. ALGODON**

ITEM NO.	QTY	UNIT	DESCRIPTION	ABC/UNIT	TOTAL ABC	UNIT COST	TOTAL COST
1	1	lot	Training Fee for the Training on Effective Communication and Presentation Skills For the face-to-face (in-house) Training on Effective Communication and Presentation Skills to be conducted on October 24-25, 2023 for 50 participants.	157,500.00	157,500.00		
			Conforme to the attached Terms of Reference.				
TOTAL ABC					157,500.00		

Documentary Requirements:

- Nego. Proc (53.9) - Small Value
- PhilGEPS Ref #:
- Mayor's/Business Permit
- PhilGEPS Reg. No.

 Signature over Printed Name
 Name of Supplier _____

Amor
9-22-2023

*For Certificate of Creditable Tax Withheld at Source (BIR Form No. 2307) and Certificate of Final Tax Withheld at Source (BIR Form No. 2306) please submit your latest/updated **BIR Certificate of Registration (BIR Form No. 2303)** together with your quote.



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TERMS OF REFERENCE

for the Procurement of Services of the Learning Service Provider for the
TRAINING ON EFFECTIVE COMMUNICATION AND PRESENTATION SKILLS

I. RATIONALE

The Philippine Children's Medical Center (PCMC) recognizes the vital role of effective communication and presentation skills in achieving success in today's interconnected and competitive landscape. Clear communication and compelling presentation of ideas are essential for conveying information, building relationships, and enhancing professional credibility.

To uphold its commitment to excellence, the PCMC, through the Personnel Development Division (PDD), aims to facilitate a transformative learning experience entitled: **TRAINING ON EFFECTIVE COMMUNICATION AND PRESENTATION SKILLS**. This initiative is designed to equip individuals with the necessary skills to excel across various contexts, thereby amplifying their influence, enhancing relationships, and maximizing their impacts. The essence of this endeavor lies in the pursuit of elevating patient care standards, nurturing seamless collaboration amongst healthcare professionals, enhancing patient satisfaction rates, and solidifying PCMC's stature as a premier medical institution in the Philippines.

With this in mind, the PDD needs the services of a duly-registered, capable, competent and established Learning Service Provider (LSP) which specializes in providing comprehensive training on effective communication and presentation. The LSP shall conduct a training that shall be aligned with PCMC's organizational goals and objectives, yielding quality results thereafter.

II. TRAINING OBJECTIVES

This training aims to train and equip the participants to become a better and effective communicator. It will develop the participants' communication and presentation skills to help foster collaborative relationships in the workplace.



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III. TRAINING DETAILS

Training Dates	October 24 to 25, 2023, 8:00AM to 5:00PM
No. of Training Days / Hours	2 days (16 hours)
Number of Participants	50 pax
Target Participants	Rank-and-File Employees (Administrative Assistants, Clerks, Administrative Officers, etc.)
Mode of Delivery	Face-to-face (Onsite/In-House) at PCMC site

IV. SCOPE OF WORK

1. The LSP shall consult and coordinate with the PDD to accomplish the assignment successfully.
2. The LSP shall design a comprehensive training on Effective Communication and Presentation Skills that is customized in a healthcare setting.
3. The LSP will conduct the 16-hour, face-to-face, in-house training for 50 PCMC employees through the use of appropriate learning toolkits and methodologies.
4. After the training, the LSP shall provide the PCMC with the relevant post-training requirements and assessments, and shall submit these on the agreed time.

V. KEY QUALIFICATIONS

A. SERVICE PROVIDER

1. To guarantee quality results, the LSP must be certified/accredited by or affiliated with any of the following:
 - a. ISO 9001:2015-Certified Service Provider;
 - b. Civil Service Commission;
 - c. Professional Regulations Commission as a Continuing Professional Development (CPD) provider; or
 - d. Any certifying body that demonstrated the LSP's commitment to excellence and quality delivery training;
2. Must be PhilGeps-registered;
3. Must be in the field of assessment-related services, L&D programs, or consulting services for at least five years;



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4. Must have provided at least one L&D interventions to National Government Agencies (NGAs), Government Financial Institutions (GFIs), Government-Owned and Controlled Corporations (GOCCs), or Local Government Units (LGUs) within the last five years;
5. Must have provided L&D interventions or consultancy services to at least three DOH-accredited hospitals and other healthcare providers; and
6. Must submit a valid Mayor's Permit, Income of Business Tax Return (if applicable), and Omnibus Sworn Statement.

B. LEAD FACILITATOR/TRAINER

1. Must be under an existing competency-based assessment/centers for leaders, supervisors, and other line of professionals in the government and private sectors;
2. Must have related Certifications in L&D Trainings attended and facilitated;
3. With at least five years of experience in conducting learning interventions in L&D and other related fields of learning; and
4. Certification/Recognition as a Certified L&D Practitioner from local and international certifying bodies is an advantage.

VI. LSP'S RESPONSIBILITIES AND DELIVERABLES

1. Develop course outline/design and contents for the training program, with final approval from PCMC;
2. Provide training materials, i.e. Participants' Training Manual, PPT presentations, and organize other necessary arrangements for the participants to attend in the training;
3. Prepare a training delivery schedule with full itinerary of the activity;
4. Select Resource Person(s) and assign Training Assistant(s)/Facilitators to deliver the sessions;
5. Conduct the training based on approved design and content;
6. Conduct Training Needs Assessment/Analysis;
7. Facilitate Level 1 and Level 2 Evaluation;
8. Prepare and issue Training Certificates to participants;
9. Prepare and submit the training report(s) at least one week after the training, with photographs of the activity; and
10. Submit the final training documents (manual and powerpoint slides, group work exercises, etc.) and documentation.

VII. GENERAL CONDITIONS

1. Quotation shall be valid for 60 days from submission.
2. Sample/brochure of the item complying with the above-mentioned specifications shall be submitted together with the quotation/proposal and the following documentations:



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- a. Mayor's / Business Permit
 - b. PhilGEPS Registration Number/Certificate
 - c. Income/Business Tax Return (if applicable)
 - d. Omnibus Sworn Statement
3. The LSP shall clearly state the company name and account name for payment.
 4. **Payment Terms:** Payment shall be processed within 30 days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.
 5. The price quoted is inclusive of all taxes and other charges.
 6. The LSP shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184.

CONFORME:

Authorized Signatory (Signature over printed name)

Contact No:

Name of Company/Firm

Company's Official Email Address
(where notices will be sent)

Company's Official
Contact No.