



PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City

ALTERNATIVE MODE

REQUEST FOR QUOTATION

No. RFQ-2023- I-613

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

Table with 8 columns: ITEM NO., QTY, UNIT, DESCRIPTION, ABC/UNIT, TOTAL ABC, UNIT COST, TOTAL COST. Row 1: 1, 1, lot, Training Fee for the Training on Completed Staff Work... 110,000.00, 110,000.00. Total ABC: 110,000.00

Documentary Requirements:

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

Signature over Printed Name
Name of Supplier _____

Handwritten signature and date: 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 COMPLETED STAFF WORK

I. RATIONALE

One of the core values of the Philippine Children's Medical Center (PCMC) is 'Professionalism', which includes a variety of personal qualities and behaviors that demonstrate commitment to effective performance in a given job. As such, PCMC employees are expected to exude and embody the following central professional characteristics: commitment and confidence, responsibility and dependability, honesty and ethics, appearance and professional presence.¹ These characteristics of a professional PCMC employee are essential as he/she performs his/her assigned tasks at work, when dealing with both the internal and external stakeholders, and most especially when assisting the superiors or supervisors in various undertakings.

Given this principle, the PCMC, through the Personnel Development Division (PDD), deems it necessary to conduct a training on **COMPLETED STAFF WORK** for rank-and-file employees to help them understand the various facets of complete staff work. This training will likewise allow them to learn effective and clear written and oral communication including interpersonal skills to help them in dealing with challenging situations and decisions in the workplace.

It is believed that a complete staff work - among other expressions - manifests a professional PCMC employee. With this in mind, the PDD needs the services of duly-registered, capable, competent and established Learning Service Provider (LSP) to provide a comprehensive training on Completed Staff Work that shall be aligned with PCMC's organizational goals and objectives, yielding quality results thereafter.

II. TRAINING OBJECTIVES

This program will provide participants with the necessary knowledge, skills and tools to become an effective worker and effectively assist the boss. It will deepen their commitment to the organization's mission, vision, and core values, enhance their level of time discipline, display skills in interpersonal communication, help them formulate/make smart decisions and write business letters, basic reports, etc.

¹ PCMC Employee Handbook, page 14.



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III. TRAINING DETAILS

Training Dates	October 17 to 18, 2023, 8:00AM to 5:00PM
No. of Training Days / Hours	2 days (16 hours)
Number of Participants	30 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 Completed Staff Work that is customized in a healthcare setting.
3. The LSP will conduct the 16-hour, face-to-face, in-house training on Completed Staff Work for 30 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;



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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;
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.



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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:
 - 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.