



PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City

ALTERNATIVE MODE

REQUEST FOR QUOTATION

No. RFQ-2023- 614

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](mailto: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 of Learning and Development Trainers (Training the Trainers Program)	165,000.00	165,000.00		
			Training Fee for the Training of Learning and Development Trainers (Training the Trainers Program)				
			For the face-to-face (In-house) Training of Learning and Development Trainers (Training the Trainers Program) on October 11 to 13, 2023 (3 days) for 30 participants.				
			Conforme to the attached Terms of Reference.				
<b>TOTAL ABC</b>					<b>165,000.00</b>		

**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 FOR LEARNING AND DEVELOPMENT TRAINERS**  
**(TRAINING THE TRAINERS PROGRAM)**

### **I. RATIONALE**

The Philippine Children's Medical Center (PCMC) aims to establish a pool of qualified, dedicated and competent Trainers who can be tapped as Resource Persons in various learning activities and interventions provided for the PCMC personnel.

With the advances of technology and the recent developments and trends in the field of Learning and Development (L&D), the PCMC, through the Personnel Development Division (PDD), deems it necessary to conduct a learning intervention entitled: **TRAINING FOR LEARNING AND DEVELOPMENT TRAINERS (TRAINING THE TRAINERS PROGRAM)** that will address the current demands of the PCMC in the areas of education and training, thus, achieving this objective. The said training likewise aims to bridge any gap amongst our Trainers ascribable to the pandemic, such as inefficiency in the delivery of learning activities, ineffective and irrelevant program designs, methodologies, among other concerns.

With this in mind, the PDD needs the services of duly-registered, capable, competent and established Learning Service Provider (LSP) which specializes in training the trainers. The LSP shall provide immediate intervention to PCMC personnel involved in facilitating L&D activities. Such intervention shall be aligned with PCMC's organizational goals and objectives, yielding quality results thereafter.

### **II. TRAINING OBJECTIVES**

This training aims to equip participants with in-depth analysis of the complexity of L&D initiatives in an organization. It will also enable the participants to identify and analyze *training needs, prepare for a training, manage the overall implementation of training and conduct assessment of training effectiveness.*



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**III. TRAINING DETAILS**

Training Dates	October 11 to 13, 2023, 8:00AM to 5:00PM
No. of Training Days	3 days
No. of Training Hours	24 hours Leadership and Management Training
Number of Participants	30 pax
Target Participants	Training Facilitators, Training Officers, Training Specialists and other personnel who serve (or who will be tapped) as Trainers/Resource Persons
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 the Trainers Program for PCMC L&D Practitioners that is customized in a healthcare setting.

As such, the LSP shall ensure that after the learning experience, the participants should be able to:

- a. Explain their roles as facilitators/catalysts of learning in their organization;
  - b. Enumerate the tasks expected to be performed by trainers;
  - c. Discuss the overall training management cycle;
  - d. Demonstrate skills in conducting interviews related to obtaining training needs;
  - e. Manifest critical thinking required of a trainer;
  - f. Identify critical training areas required by the workforce of the organization;
  - g. Write a quality training design/proposal;
  - h. Demonstrate skills in delivering training modules; and
  - i. Exhibit confidence in communicating with various publics of the organization.
3. The LSP will conduct the 24-hour, face-to-face, in-house Training the Trainers Program for 30 PCMC employees through the use of appropriate learning toolkits and methodologies.
  4. After the training, the LSP shall provide PCMC the relevant post-training requirements and assessments, and shall submit these on the agreed time.



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**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;
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;



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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 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:
  - 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.