



PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City

ALTERNATIVE MODE

REQUEST FOR QUOTATION

No. RFQ-2025-084

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 **MARCH 03, 2025** .

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	SUPPLIER'S OFFER	
						UNIT COST	TOTAL COST
1	1	lot	Training Fee for the Training on Excellence and Stewardship at Work	56,000.00	56,000.00		
			Training Dates:				
			Batch 1 - March 26, 2025 (8:00AM to 5:00PM)				
			Batch 2 - March 28, 2025 (8:00AM to 5:00PM)				
			No. of Participants: 30 pax/batch/day				
			Face-to-face (Onsite/In-House) at PCMC site				
			(See attached Terms of Reference)				
<b>TOTAL ABC</b>					<b>56,000.00</b>		

**Documentary Requirements:**

Nego. Proc (53.9) - Small Value

PhilGEPS Ref #: **11807725**

Mayor's/Business Permit

PhilGEPS Reg. No.

ITR [for ABC above 500k]

Omnibus Sworn Statement [for ABC above 50k]

*CMR* 2-25-2025

\_\_\_\_\_  
\_\_\_\_\_  
Signature over Printed Name  
Name of Supplier \_\_\_\_\_

\*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 EXCELLENCE AND STEWARDSHIP AT WORK**

### **I. RATIONALE**

In today's dynamic and competitive work environment, the pursuit of excellence and stewardship is essential for organizational success. Excellence fosters a culture of continuous improvement, accountability, and high performance, contributing to both individual and collective achievements. Aristotle once said: "We are what we repeatedly do. Excellence, then, is not an act, but a habit", which emphasizes the importance of establishing excellence into everyday practices. Employees who demonstrate excellence consistently deliver outstanding results and uphold the organization's reputation.

Stewardship, on the other hand, ensures the responsible management of resources and strengthens organizational resilience. It is the cornerstone of accountability, adaptability, and ethical decision-making. Stewardship encompasses the responsibility to serve not only the organization but also the individuals it impacts - patients from all walks of life.

In line with the PCMC's commitment to continuous professional development, the Personnel Development Division (PDD) aims to facilitate a comprehensive training entitled: **EXCELLENCE AND STEWARDSHIP AT WORK**. This initiative is designed to equip individuals with the essential competencies to excel in their roles and uphold the values of stewardship, ensuring holistic organizational growth.

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 Excellence and Stewardship at Work. The LSP shall conduct a training aligned with PCMC's organizational goals and objectives, yielding quality results thereafter.

### **II. TRAINING OBJECTIVES**

This training aims to equip the participants with the knowledge, skills and techniques to help them achieve outstanding work and develop a passion for good stewardship for personal and professional growth.



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**III. TRAINING DETAILS**

Training Dates	March 26, 2025 (Batch 1), 8:00 AM to 5:00 PM March 28, 2025 (Batch 2), 8:00 AM to 5:00 PM
No. of Training Days / Hours	Batch 1: 1 day (8 hours) Batch 2: 1 day (8 hours)
Number of Participants	Batch 1: 30 pax Batch 2: 30 pax
Target Participants	Batch 1: DO, ETRS, Medical Services Personnel (Mixed Group) Batch 2: Nursing Services and HSS Personnel (Mixed Group)
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 Excellence and Stewardship at Work that is customized in a healthcare setting.
3. The LSP will conduct the 8-hour, face-to-face, in-house training for 30 PCMC employees through the use of appropriate learning toolkits and methodologies for each session.
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;



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- 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 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 (if applicable).

**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. Course Development and Approval**

- Design and develop a comprehensive course outline, including detailed content, activities, and objectives.
- Submit the course design for final approval by PCMC.

**2. Training Schedule and Itinerary**

- Develop and prepare a complete training delivery schedule, including a detailed itinerary for each session.
- Ensure the schedule is aligned with the course content and objectives.

**3. Resource Person(s) and Facilitator(s)**

- Identify and select qualified resource persons (Subject Matter Experts) to deliver the training sessions.
- Assign suitable Training Assistants or Facilitators to support the delivery of each session.



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**4. Training Materials and Supplies**

- Prepare and organize all necessary training materials or training kits that include:
  - a. Participants' manuals;
  - b. Exercise sheets (where applicable);
  - c. Name tags; and
  - d. Any additional materials and supplies required for the participants and during the conduct of the training, such as pens, markers, manila papers, etc.

**5. Training Needs Assessment**

- Conduct a thorough Training Needs Assessment (TNA) to ensure the program content is tailored to the specific needs of the participants.

**6. Training Delivery**

- Conduct the training according to the approved design, ensuring that content is covered effectively and that participants are actively engaged.
- Provide simple prizes or goodies as incentives for participation in learning games and activities (as required during the training) to encourage engagement, motivate learners, and create a positive and dynamic learning atmosphere.

**7. Evaluation Process**

- Facilitate both Level 1 and Level 2 evaluations to assess participant satisfaction and learning outcomes.
  - a. **Level 1:** Reaction/Feedback on the training experience
  - b. **Level 2:** Learning and skill acquisition assessment

**8. Training Certificates**

- Prepare and issue official training certificates to all participants upon completion of the program.

**9. Post-Training Documentation**

- Prepare and submit the following documents within one (1) week after the training:
  - a. A comprehensive training report, including photographs of the activity;
  - b. Soft copies of the presentation decks/slides used in the training; and
  - c. Copies of group exercises and other relevant materials, as applicable.

**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



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- c. Income/Business Tax Return (if applicable)
- d. Omnibus Sworn Statement (if applicable)
- 3. The LSP shall clearly state the company name and account name for payment.
- 4. **Payment Terms:** Payment shall be processed within 30 days **AFTER** the completion of delivery of all items or services, submission of all required post-training documentations and issuance of end-user's certificate acceptance (whenever applicable) for both batches as indicated above.
- 5. The price quoted shall be 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.