



PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City

ALTERNATIVE MODE

REQUEST FOR QUOTATION

No. RFQ-2025-124

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 17, 2025** .

Please fax your quotation at 8588-9997 or email at procurement@pcmc.gov.ph / 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 Leadership and Management Program Training	300,000.00	300,000.00		
			Training Dates:				
			May 5 to 9, 2025 (8:00AM to 5:00PM)				
			No. of Training Days/Hours: 5 days (40 hours)				
			No. of Participants: 30 pax				
			Face-to-face (Onsite/In-House) at PCMC site				
			(See attached Terms of Reference)				
TOTAL ABC					300,000.00		

Documentary Requirements:

Nego. Proc (53.9) - Small Value

PhilGEPS Ref #: **11879121**

Mayor's/Business Permit

PhilGEPS Reg. No.

ITR [for ABC above 500k]

Omnibus Sworn Statement [for ABC above 50k]

Ant 8-13-2025

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.



PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

TERMS OF REFERENCE

for the Procurement of Services of the Learning Service Provider for the
TRAINING ON LEADERSHIP AND MANAGEMENT

I. RATIONALE

Effective leadership and management forms the backbone of a successful organization. Leaders provide the vision, direction, and inspiration fostering a sense of purpose and commitment. Such leaders also cultivate a positive organizational culture, where innovation, collaboration, and continuous improvement are encouraged. While managers ensure the efficient execution of this vision through planning, organizing, and controlling resources efficiently. Good management ensures that organizational processes are streamlined, resources are optimally allocated, and projects are executed within time and budget constraints. Efficient management practices can lead to increased productivity, higher quality outputs, and improved customer satisfaction. Together, they create an environment where employees are motivated, resources are utilized effectively, and the organization can achieve its strategic objectives despite the fast-paced and competitive nature of the modern working environment. This is vital in a working environment where adaptability and creativity can determine an organization's success or failure.

To uphold its commitment to excellence, the Philippine Children's Medical Center (PCMC), through the Personnel Development Division (PDD), aims to facilitate a comprehensive training program entitled: **TRAINING ON LEADERSHIP AND MANAGEMENT**. This initiative is designed to equip leaders and supervisors with the necessary skills to enhance their leadership capabilities that will foster a culture of continuous improvement and professional development driving a better performance and engagement within their teams.

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 Leadership and Management Program. 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 provide new and seasoned leaders with a deeper understanding of their roles, functions and influence as supervisors and leaders in the workplace. It likewise aims to provide the participants with the tools and strategies they need to



PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

become more versatile, effective and adept at developing employees, inspiring and guiding teams, managing change, and effectively influencing stakeholders across an organization.

III. TRAINING DETAILS

Training Dates	May 5 to 9, 2025, 8:00 AM to 5:00 PM
No. of Training Days / Hours	5 days (40 hours)
Number of Participants	30 pax
Target Participants	Managers, Unit Heads, Supervisors, Personnel Holding Supervisory Functions, and those who are in officership positions
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 Leadership and Management that is customized in a healthcare setting.
3. The LSP will conduct the 40-hour, face-to-face, in-house training 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;



PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

- 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.



PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

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
 - c. Income/Business Tax Return (if applicable)



PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

- 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).
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.