



PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City

ALTERNATIVE MODE

REQUEST FOR QUOTATION

No. RFQ-2025-125

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 Training on Excellence Unlocked: The Power of Completed Staff Work Training Dates: May 20 to 21, 2025 (8:00AM to 5:00PM) No. of Training Days/Hours: 2 days (16 hours) No. of Participants: 30 pax Face-to-face (Onsite/In-House) at PCMC site <i>(See attached Terms of Reference)</i>	120,000.00	120,000.00		
TOTAL ABC					120,000.00		

Documentary Requirements:

Nego. Proc (53.9) - Small Value

PhilGEPS Ref #: **11879325**

Mayor's/Business Permit

PhilGEPS Reg. No.

ITR [for ABC above 500k]

Omnibus Sworn Statement [for ABC above 50k]

Handwritten signature and date: 3-13-2025

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.



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TERMS OF REFERENCE

for the Procurement of Services of the Learning Service Provider for the
EXCELLENCE UNLOCKED: THE POWER OF 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

¹ PCMC Employee Handbook, page 14.



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time discipline, display skills in interpersonal communication, help them formulate/make smart decisions and write business letters, basic reports, etc.

III. TRAINING DETAILS

Training Dates	May 20 to 21, 2025, 8:00 AM to 5:00 PM
No. of Training Days / Hours	2 days (16 hours)
Number of Participants	30 pax
Target Participants	Clerks, Admin Assistants, Office Assistants, and other rank-and-file personnel
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 Unlocked: The Power of Completed Staff Work that is customized in a healthcare setting.
3. The LSP will conduct the 16-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;
 - 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 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.

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);



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- 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)
 - 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



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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.