



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 50909

Date: 08/16/2022

R.F.Q. No.: 202208-11800

Delivery as scheduled

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: 1.0, UNIT, Consultancy Services Hiring of Learning Service Provider (LSP) for the Conduct of E-Learning Program entitled: SHRM 102: Organizational Development. I. Course Overview. Course Objective: The course will discuss the practice of organization development based on an analysis and diagnosis of circumstances of the organization, the strategic, operational or process issues that are affecting the organization and its ability to perform well. Learning Outcomes: At the end of this course, learners will be able to:

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Prepared by:

PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

MARY ANN D. YULAS
SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

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			1. Understand the meaning of organizational development, its elements, and how it relates to Strategic Human Resource Management and to one's role as an HR practitioner; 2. Learn how to undertake organizational review and design, and how to shift to the new organizational design and implement strategies and interventions as applicable; 3. Understand and analyze the DTI culture and identify ways on how to adapt and thrive in the organization, while increasing employee engagement; 4. Discover the meaning of organizational leadership and be able to identify and describe its key components; 5. Learn and align the elements of Employee Engagement to various programs in the agency; 6. Apply techniques on leading and managing		

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			change and transitions; how to communicate these effectively and persuade people to adapt.  II. Scope  The scope of work covers the following:  A. Pre-course implementation 1. Preparatory meeting/s with the DTI Academy management team 2. Assessment of the learners needs 3. Design of course content and use of the prescribed template, which is "Annex A: Course Design" of this TOR 4. Development of synchronous and asynchronous learning materials based on an analysis of the learners needs and a review of the proposed course design, to be uploaded by the		

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			DTI Academy management team on the DTI Academy learning management system (LMS)  B. Course implementation proper 1. Conduct the course for 30 learners following the schedule below: - (Title of the Program) SHRM 102: Organizational Development - (Dates of Conduct) September 19, 21, 23, 26 and 28, 2022 - Synchronous session at 8:00am to 12:00nn - Asynchronous activities may be required before the synchronous session 2. Assessment of learning outputs as identified in the final course design  C. Post-course implementation 1. Submission of a report documenting the pre-		

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			<p>course implementation and course implementation proper</p> <p>III. Methodology</p> <p>The course will comprise both synchronous sessions, via online platform, and asynchronous activities, via the DTI Academy LMS.</p> <p>The asynchronous activities are designed to be taken by the learners at their own pace but within a set deadline. It is encouraged that the learners understanding is confirmed as part of the asynchronous activities possibly through a knowledge check.</p> <p>The synchronous sessions have two (2) aims to discuss the learnings and associated insights</p>		

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			<p>within a group setting, and to encourage the sharing of prior experiences and knowledge of learners amongst themselves. It is important to make sure that all learners have equal opportunity to speak and communicate.</p> <p>IV. Learning Service Provider Eligibility</p> <p>1. A training or learning and development firm, preferably with a minimum of five (5) years in existence;</p> <p>2. Has undertaken at least three (3) similar training or learning and development projects in the past;</p> <p>3. With a trainer to be deployed with at least a bachelor s degree in a related field, and a minimum of five (5) years of experience in conducting training programs;</p>		

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			<p>4. With existing reputable clients base, preferably with at least 3 government agencies in the pool;</p> <p>5. Using the LSP s account to any online platform, can host the required number of hours for synchronous session/s for a minimum of 30 participants.</p> <p>V. Budget</p> <p>The allocated budget for the aforementioned scope of work is Php 400,000.00, inclusive of applicable taxes.</p> <p>VI. Schedule of Payment</p> <p>Payment shall be made within thirty (30) business days upon submission of the post-course implementation report. Payment is</p>		

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			<p>preferably transmitted through a Land Bank account; for non-Land Bank accounts, assistance is to be given by the DTI Academy management team.</p> <p>VII. Submission of Bids</p> <p>Interested bidders are requested to submit their technical proposal with the following details:</p> <ol style="list-style-type: none"> <li>Proposed course design, using the prescribed template (Annex A);</li> <li>List of training or learning and development projects related to the course that have been completed for the last three (3) years or more, using the prescribed template (Annex B);</li> <li>Curriculum vitae of trainer to be deployed, using the prescribed template (Annex C), and;</li> <li>Total cost of the course, inclusive of value-</li> </ol>		

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			<p>added tax (VAT).</p> <p>VIII. Selection Criteria</p> <p>1. All bidders will be evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>i. 70% for technical proposal</li> <li>ii. 30% for financial proposal</li> </ul> <p>2. Incomplete submission of the above requirements is subject for disqualification</p> <p>3. Winning bidders will be requested to meet the end-user to discuss the proposal.</p> <p>4. Further adjustments to the program design may be requested by the end-user from the winning bidder.</p> <p>The winning bidder shall be requested to meet the DTI Academy management team virtually to discuss the proposal. Further adjustments to the</p>		

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			course design may be requested by the DTI Academy management team from the winning bidder.  For further details, please see attached ToR.		

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

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