



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 51029

Date: 08/17/2022

R.F.Q. No.: 202208-11821

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.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
	1.0	UNIT	Consultancy Services Hiring of learning service provider to conduct the E-learning program on Ethical Accountability I. Course Overview Course Objective: This program aims to promote ethical leadership and decision-making, and to align and embed ethical practices in the department s systems, processes, and culture. Learning Outcomes: At the end of this course, participants will be able to: 1. Exemplify high standards of professional and ethical conduct.		

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ABC: 200,000.00

Prepared by:

Paula Camille B. Incapas
PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

Mary Ann D. Yulas
MARY ANN D. YULAS
SUPERVISING ADMIN. OFFICER *88*

DTI SHOPPING COMMITTEE
Department of Trade and Industry

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			2. Demonstrate courage and conviction to stand by decisions protecting the best interest of the organization and the general public. 3. Establish mechanisms and incentives to encourage cost, energy, time-saving practices, and optimization of resources. 4. Adhere to applying rules and regulations consistently and in a fair manner 5. Breed trust among individuals and teams. To allow people to count on each other, in meeting deadlines, fulfilling duties, or being comfortable enough to reach out to a co-employee or manager for support. II. Scope of Work and Key Tasks The scope of work covers the following:		

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			<p>A. Pre-course Implementation Preparatory meeting/s with the DTI Academy management team Assessment of the learners needs Development of synchronous and asynchronous (if and when applicable) learning materials based on an analysis of the learners needs and a review of the proposed course design, to be uploaded by the DTI Academy management team on the DTI Academy learning management system (LMS)</p> <p>B. Course Implementation Proper Conduct a total of eight-hour sessions per batch, for a total of one hundred (100) participants on the following schedule: Batch 1: August 30 & 31, 2022</p>		

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HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

G/F, Trade and Industry Building, 361 Sen Gil J. Puyat Ave., City of Makati* 1200 Philippines
Tels. (632) 751-4997, 751-0384 loc. 2111, Fax (632) 895-3515, e-mail:procurement@dti.gov.ph



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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Contains detailed description of training batches and assessment requirements.

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			<p>III. Methodology</p> <p>The course comprises both synchronous sessions, via an 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 within a group setting and to encourage the sharing of prior experiences and knowledge of</p>		

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			<p>learners amongst themselves. It is important to make sure that all learners have equal opportunities to speak and communicate.</p> <p>IV. Learning Service Provider s Eligibility</p> <p>A training or learning and development firm, preferably with a minimum of five (5) years in existence;</p> <p>Has undertaken at least three (3) similar training or learning and development projects in the past</p> <p>With a trainer to be deployed with at least a bachelor s degree in a related field, preferably with a Master s degree, and a minimum of five (5) years of experience in conducting training programs;</p> <p>With an existing reputable clients base, with at</p>		

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			<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 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"> Proposed course design, using the prescribed template (Annex A); List of training or learning and development 		

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			<p>projects related to the course that has been completed for the last three (3) years or more, using the prescribed template (Annex B);</p> <p>3. Curriculum vitae of the trainer to be deployed, using the prescribed template (Annex C), and;</p> <p>4. Total cost of the course, inclusive of value-added tax (VAT).</p> <p>VIII. Selection Criteria</p> <p>1.All bidders will be evaluated based on the following criteria: 1) 70% for technical proposal, and 2) 30% for the financial proposal.</p> <p>2.Incomplete submission of the above requirements is subject to disqualification.</p> <p>3.Winning bidders will be requested to meet the</p>		

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			end-user to discuss the proposal. 4.Further adjustments to the program design may be requested by the end-user from the winning bidder.		

*****NOTHING FOLLOWS*****

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