



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52778

Date: 10/19/2022

R.F.Q. No.: 202210-12177

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.

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|----|----------|------|--|------------|-------------|
| | 1.0 | UNIT | <p>Consultancy Services Hiring of learning service provider to conduct E-learning program on Building Capabilities: Coaching and Mentoring Program for Leaders</p> <p>I.Course Objective</p> <p>To equip learners with the knowledge and skills of coaching and mentoring people to ensure individual and organizational development.</p> <p>II.Learning Outcomes</p> <p>At the end of this course, participants will be able to:</p> <p>1.Differentiate coaching from mentoring and leadership interventions.</p> | | |

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ABC: 240,000.00

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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| | | | <p>2.Learn the competencies required to be a successful coach and/or mentor.</p> <p>3.Recognize how to structure and carry out an effective coaching or mentoring session.</p> <p>4.Use various coaching and mentoring models and strategies to guide others achieve tasks, goals, processes, and performance standards.</p> <p>5.Advocate a coaching and mentoring culture in the organization.</p> <p>III. Scope of Work and Key Tasks</p> <p>The scope of work covers the following:</p> <p>A.Pre-course Implementation</p> <p>1.Preparatory meeting/s with the DTI Academy management team</p> <p>2.Assessment of the learners needs</p> | | |

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| | | | <p>3.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 DTI Academy management team on the DTI Academy learning management system (LMS)</p> <p>B.Course Implementation Proper</p> <p>1.Conduct an eight-hour session per batch for a total of 80 participants on the following schedule:</p> <p>Batch 1: 9-10 November 2022, 8:30 AM to 12:00NN (40 pax)</p> <p>Batch 2: 16-17 November 2022, 8:30 AM - 12:00 NN (40 pax)</p> | | |

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| | | | 2. Provide a substitute in case the resource speaker is not available, in accordance with RA 9184 Section 33. Bid Evaluation of Short-Listed Bidders for Consulting Services. 3. Incorporate a Learning Action Plan to specifically determine how participants were able to apply learnings from the program.C C. Post-course Implementation 1. Conduct post-diagnostic assessments to determine proficiency level at the end of training. 2. Prepare and submit final report and outputs, including process documentation, analysis of the conduct of the pre- and post-assessments, learning action plans, recommendations, and how documentation of the activities conducted, within 15 days after the completion of program. | | |

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| | | | <p>IV.Methodology</p> <p>The course is to be comprised of 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 within a group setting, and to encourage the sharing of prior experiences and knowledge of</p> | | |

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| | | | learners amongst themselves. It is important to make sure that all learners have equal opportunity to speak and communicate. V.Learning Service Provider s Eligibility a.A training or learning and development firm, preferably with a minimum of five (5) years in existence; b.Has undertaken at least three (3) similar training or learning and development projects for leaders/executives in the past c.With a trainer to be deployed with at least a bachelor s degree in a related field, preferably with Master s degree, and a minimum of ten (10) years of experience in conducting training programs; d.The service provider must provide an administrative or technical support to assist the | | |

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| | | | resource speaker full time or for the entire duration of the course. e. With existing reputable clients base, with at least 3 government agencies in the pool f. Capable of delivering the required scope of work and can provide the course design that meets the objectives; g. Has a web-based video conferencing platform; h. Proposed program cost is within the approved budget; i. Preferably Civil Service Institute-accredited firm VI. Budget The budget for this course is TWO-HUNDRED FORTY THOUSAND PESOS (Php 240,000.00), inclusive of applicable taxes. This will cover payment for program design, diagnostics, | | |

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| | | | program execution for facilitators, learners manuals, training materials, and evaluation reports. VII. Schedule of Payment 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. VIII. Submission of bids Interested bidders are requested to submit their technical proposal with the following details: | | |

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| | | | <p>1. Proposed course design, using the prescribed template (Annex A);</p> <p>2. 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);</p> <p>3. Curriculum vitae of 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>IX. 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. The resource person agrees to record the learning sessions and approves the uploading of</p> | | |

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| | | | the recorded sessions in the DTI Academy LMS for the use of its participants. 3. Incomplete submission of the above requirements is subject to disqualification. 4. Winning bidders will be requested to meet the end-user to discuss the proposal. 5. Further adjustments to the program design may be requested by the end-user from the winning bidder. | | |

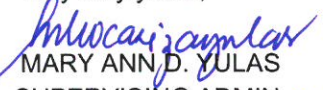

*****NOTHING FOLLOWS*****

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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