Republic of the Philippines OVERSEAS WORKERS WELFARE ADMINISTRATION OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City Tel# 833-0113 Telefax# 833-1010

> P.R. No. 2023-09-0105 DATE: 20-Sep-23

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest price/s (taxes included) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than 27 September 2023, 10:00 a.m.

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MARIAN GABR	LLE F. PIZARRA
Supply C	Officer

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Engr. GERARDO S. GATCHALIAN OIC. PPMD

PROJECT TITLE/NAME: Proposal for One (1) Lot - Procurement of Facilitator/Resource Person Services for the Training of Trainor's for the PDOS Providers					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Procurement of Facilitator/Resource Person Services for the Training of Trainor's for the PDOS Providers	1	lot	₱ 50,000.00		
	(Please see attached Terms of Reference)					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Tax Identification Number (TIN)					
	3. Professional License and Curriculum Vitae					
	Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.					
	Note: Bidders may also submit their bid proposal and supporting documents through email address: <u>procurement@owwa.gov.ph</u>					

2. Bidders must submit certificate of PHILGEPS Registration:

Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);

4. All quotation can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSIMILE. Label the envelope with the following:

Bidder's Company Name

PHILGEPS Reference No.

Project Title/Name

PR No.

Item/s delivered must have warranties for unit replacements, parts, labor or other services;

6. Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);

Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted; Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;

 Price quoted/ submitted on the deadline shall be considered as final and unalterable;
Drice quoted/ submitted on the deadline shall be considered as final and unalterable;
Use of non-discretionary/non-discriminatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005;

11. The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

DELIVERY: effective immediately upon receipt of NTP/Contract

TERMS OF PAYMENT: within thirty (30) days upon submission of post-activity report

PRICE VALIDITY: 60 days from date of quotation/proposal

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No.

Date

TERMS OF REFERENCE FOR FACILITATOR/RESOURCE PERSON

The Training Facilitator/Resource Person is expected to perform the following tasks:

- design and develop the sessions on day 1 as described in the program, including preparation of all instructional materials (4 hours)
- facilitate the sessions of day 1 and train the participants on Adult Learning as well as proper presentation and facilitation skills for 3 batches (8 hours per day);
- prepare and propose a post-intervention evaluation (1 hour)

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- prepare a report based on the evaluation, including recommendations on possible next steps (3 hours)
- attend coordination and preparatory meetings with OWWA (4 hours)

To train the new PDOS Providers and Trainers on Adult Learning Perspective, Presentation Skills and Methodology and Facilitating Learning.

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The training shall be held at the OWWA Multi-Purpose Hall, 10th Floor, OWWA Building, Pasay City. Expected number of participants is 115.

Schedule				Participants		
Week	Tentative Target Dates	Time	Type of Participants	Expected No. of Participants		
1	10 October 2023	8:30 AM - 5:30 PM	Seabased	40		
2	17 October 2023	8:30 AM - 5:30 PM	Seabased	40		
3	24 October 2023	8:30 AM - 5:30 PM	Landbased	35		

The following Timetable, activity and output deadlines shall be observed by the training facilitator/resource person:

ACTIVITY/DELIVERABLE		
Signing of contract and commencement of preparatory activities		
Implementation of PDOS Training of Trainers Note: The Training facilitator/ Resource person shall facilitate only the 1st day of the 3 batches of PDOS ToT		
Submission of post-activity report to OWWA		

- With expertise of at least 25 years relevant experience, in learning and development, specifically in the design and facilitation of training, to include training of trainers/facilitators;
- Practitioner of adult learning principles and conditions and, proficient in the use of the adult learning approach and methodology;
- Involvement in the design of the PDOS and PDOS materials, as well as in the conduct of training of trainers for PDOS service providers for more than ten (10) years

GEMMAG. DIO Head, PDOS Development and Monitoring Unit (PDMU)