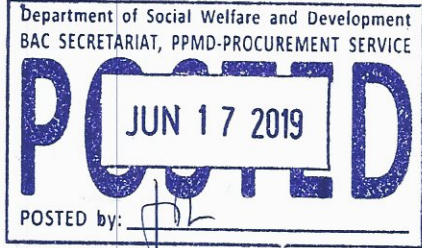


MTY

RFQ No. 19-1059 NP-SV  
Date: 11 June 2019

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
PROCUREMENT MANAGEMENT SERVICE  
Batasan Pambansa Complex, Constitution Hills, Quezon City

REQUEST FOR QUOTATION



Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
\_\_\_\_\_  
Contact No. \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_  
Company TIN No. \_\_\_\_\_

SIR/MADAM:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods/services listed in **Annex A**. Failure to indicate information could be the basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

As a **condition for award**, you will be required to submit your **Income/Business Tax**, within 24 hours from receipt of notice from the Bids and Awards Committee (BAC), through its Secretariat. Further, as a **condition for payment**, you will be required to submit your **Mayor's/Business Permit and Omnibus Sworn Statement**, within 24 hours from receipt of notice from the Contract Monitoring Division – Procurement Management Division. The Certificate of Platinum Membership may be submitted in lieu of Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this form together with Annex A and all the required supporting documents to DSWD BAC Secretariat at Ground Floor, DSWD-Central Office, Matapat Building, IBP Road, Constitution Hills, Quezon City of fax it through facsimile number **751 7116** or email to [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than **05:00 P.M. of 21 June 2019 (Friday)**. Quotations submitted to a **different facsimile number or email address as stated above shall not be considered for evaluation.**

Very Truly Yours:  
*Karina Antonette A. Agudo 06-11-19*  
**KARINA ANTONETTE A. AGUDO**  
Chief Administrative Officer  
Procurement Planning and Management Division

1. Award shall be made on per :  Item Basis ;  Total Quoted Price;  Lot Basis
2. Quotation validity shall not be less than **Sixty (60) Days from the deadline for receipt and submission of quotations.**
3. Good(s)/Service(s) shall be delivered **Please refer to Annex A.**
4. Place of Delivery : **Policy Development and Planning Bureau, DSWD-Central Office.**
5. Terms of Payment: **Please refer to Annex A.**  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advice to Debit Account)  
**Account Name :** \_\_\_\_\_ **Account Number:** \_\_\_\_\_  
**Bank Name :** \_\_\_\_\_ **Branch :** \_\_\_\_\_
6. Liquidated Damages/Penalty: **At least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other causes of action or remedies.**
7. For goods, please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty. **Not applicable.**
10. In case of tie, the contract shall be awarded to supplier or service provider who first submitted its quotation.
11. Prospective supplier must be registered at the PhilGEPS. You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.
12. To facilitate the immediate implementation of the procurement of this project, the DSWD shall proceed with the procurement activities short of award, pending the approval of the 2019 General Appropriations Act (GAA), pursuant to Section 7.6 of the 2016 Revised IRR of RA 9184.

*Karina Antonette A. Agudo*  
**KARINA ANTONETTE A. AGUDO**  
Procurement Officer  
Telephone No.: 931 8101 local numbers 122,  
123 and 124  
Facsimile No.: 951 7116

\_\_\_\_\_  
(Signature over Printed Name of the Authorized Representative of the Supplier)

**RFQ No. 19-1059 NP-SV**  
 Date: 11 June 2019

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 PROCUREMENT MANAGEMENT SERVICE**  
 Batasan Pambansa Complex, Constitution Hills, Quezon City

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 Company TIN No. \_\_\_\_\_

LOT No.	QTY.	UNIT	DSWD's SPECIFICATIONS	BIDDER's SPECIFICATIONS (Please write the detailed specification in the space provided)	UNIT COST	TOTAL COST
	1	Lot	<p><b>Hiring of Service Provider for the Conduct of Self Awareness : Reparenting the Child Within</b></p> <p><b>A. Objectives:</b>                      To aid the PDPB participants on the following:</p> <ol style="list-style-type: none"> <li>1. Better understanding of their attitudinal behavior and relational patterns;</li> <li>2. Clear them of the effects of childhood pains, past traumatic and critical experiences;</li> <li>3. Improved their self-esteem, self-efficiency and life management as well as professional and interpersonal relationships towards other staff; and,</li> <li>4. More self-motivated, responsible and confident PDPB staff.</li> </ol> <p>The Service Provider should be able to provide sets of activities and methodology that will enhance people's</p>			

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	<p>skills based on positive self-worth and an enhance capacity for balance relationship with oneself and others. Different methods must be utilized to elicit the active participation of the staff.</p>	
<p><b>B. Scope of Work:</b></p>	<ol style="list-style-type: none"> <li>1. Prepare a criteria for the selection of PDPB participants for the seminar;</li> <li>2. Develop pre-test and post-test tool as measurement to gauge the achievement of the activity;</li> <li>3. Assess the profile of PDPB personnel in preparation for the activities;</li> <li>4. Develop and prepare the Activity Design identifying the topics covered and methodology to be applied in the seminar;</li> <li>5. Conduct of the seminar based on the agreed design with the PDPB; and</li> <li>6. Attend coordination and consultation meetings.</li> </ol>	
<p><b>C. Major Outputs:</b></p>	<ol style="list-style-type: none"> <li>1. Pre-test and post-test tool of the seminar;</li> <li>2. Activity Design showing topics with appropriate methods to be covered to meet the project objective; and</li> <li>3. Conduct of the seminar.</li> </ol>	
<p><b>D. Qualifications of the Consultant:</b></p>	<ol style="list-style-type: none"> <li>1. Has demonstrated expertise and capacity in the conduct of self-care techniques, self-processing tools and healing medications for at least 10 years;</li> <li>2. With 10 years experience and familiarity with the psychological tools in understanding emotions and its role in one's adult behaviors; and</li> <li>3. Has a reasonable number of staff/assistant that will provide the support for the conduct and management of the activity. Preferred ratio will be 1 Facilitator : 3 to 5 PDPB Personnel</li> </ol>	

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**Date: 11 June 2019**

		<p><b>E. Evaluation Criteria:</b></p> <p>Together with the documentary requirements indicated in the first page of this RFQ, the Service Providers shall also submit a (1) comprehensive company profile, (2) list of previous similar engagements and the (3) proposed project design.</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>At least 10 years experience in self-care techniques, self-processing tools and healing medication activities.</td> <td rowspan="3">25%</td> </tr> <tr> <td>1. 10 years – 15%</td> </tr> <tr> <td>2. More than 10 years to 15 years – 20%</td> </tr> <tr> <td>3. More than 15 years – 25%</td> <td rowspan="2">50%</td> </tr> <tr> <td>Self-awareness includes usage on activities in the management of emotions, self-expressions and personal reflections. Project design showing usage of said activities</td> </tr> <tr> <td>Conducted at least 3 engagements with government or private corporations</td> <td>25%</td> </tr> </tbody> </table> <p><b>F. Timeline:</b></p>	Criteria	Weight	At least 10 years experience in self-care techniques, self-processing tools and healing medication activities.	25%	1. 10 years – 15%	2. More than 10 years to 15 years – 20%	3. More than 15 years – 25%	50%	Self-awareness includes usage on activities in the management of emotions, self-expressions and personal reflections. Project design showing usage of said activities	Conducted at least 3 engagements with government or private corporations	25%
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	<p>1. Consultation Meetings (Activity Design and Criteria/Benchmarking with PDPB participants) – Week 1</p> <p>2. Submission of Pre-Test and Post-Test Tools – Week 2</p> <p>3. Finalization of Activity Design – Week 3</p> <p>4. Conduct of the Seminar – Week 4</p> <p>5. Activity Completion Report – Week 4</p> <p>The contract duration shall be 4 weeks from the date of the receipt of the Notice to Proceed.</p> <p><b>G. Payment Tranches:</b></p> <p>The passing score is 80%</p> <table border="1" data-bbox="671 1104 895 1680"> <thead> <tr> <th>Payment Tranche</th> <th>Deliverable</th> <th>Timeframe</th> <th>% of Payment</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup></td> <td>Activity Design and Criteria/Benchmarking with PDPB participants</td> <td>Within 5 days from the receipt of the Notice to Proceed</td> <td>40</td> </tr> <tr> <td>2<sup>nd</sup></td> <td>Conduct of Self-Awareness towards Self Development Seminar: Reparenting the Child Within (Activity Completion Report)</td> <td>Within 5 days from the conduct of the activity</td> <td>60</td> </tr> </tbody> </table>	Payment Tranche	Deliverable	Timeframe	% of Payment	1 <sup>st</sup>	Activity Design and Criteria/Benchmarking with PDPB participants	Within 5 days from the receipt of the Notice to Proceed	40	2 <sup>nd</sup>	Conduct of Self-Awareness towards Self Development Seminar: Reparenting the Child Within (Activity Completion Report)	Within 5 days from the conduct of the activity	60		
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	<p><b>H. Ownership and Publication Rights :</b></p> <p>All materials produced or acquired under the terms of the contract/purchase order shall remain the property of the DSWD. The DSWD shall have sole copyright over the</p>														

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	<p>materials and retains the exclusive right to publish or disseminate the reports and studies arising from such materials(s) even after the termination of the contract/purchase order.</p> <p>The Service Provider is required to submit a written letter of request should pictures, raw data, versions, and/or parts of the outputs/deliverables shall be used for purposes other than that was originally agreed upon by the DSWD.</p> <p><b>Approved Budget for the Contract (ABC) –                  Php 150,000.00</b></p>		
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**IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (PO) at the DSWD-Central Office, Contract Monitoring Division-Procurement Management Service, within three (3) days from the date the PO was served thru fax/e-mail. Failure to show up and sign the original PO means that the bidder is not interested and will be ground fro suspension/blacklisting in DSWD's future biddings.**

*Karina Agelaw Agudo*

**KARINA ANTONETTE A. AGUDO**

Procurement Officer

Telephone No.: 931 8101 local numbers 122, 123 and 124

Facsimile No.: 951 7116

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