

REQUEST FOR QUOTATION (RFQ)

No.: 2022-09-037(2023 NEP),2022-09-032(2023 NEP),2023-01-008  
er: LDS, LDS-PPPP  
of Project: \_\_\_\_\_

RFQ No.: 2023-01-070

Date: JAN 26 2023

ABC: ₱94,000.00

HIRING OF DOCUMENTER FOR THE LDI FOR PERMANENT ADMIN PERSONNEL, FDS, VERBAL  
COMMUNICATION SKILLS, CASE MANAGEMENT, RA 11310, FDS-WASH, PARENT  
LEADERS, COMMUNITY ORGANIZING, LEADERSHIP SKILLS, FDS IMPLEMENTERS AND BASIC  
COUNSELING

ir/Madam: \_\_\_\_\_

Mode of Procurement: SMALL VALUE PROCUREMENT

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before JAN 30 2023 12:00NN.

ENRIQUE H. GASCON JR.  
BAC Chairperson. 

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, quotations with a dash or zero shall be deemed free of charge.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity may give due preference to goods being offered with green component.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days** from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - o Updated Mayor's / Business Permit
  - o PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)
  - o Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
  - o Official Receipt issued by BIR (a mere picture of the receipt can suffice)
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the technical specifications and the terms and conditions stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00** for **Emergency Cases** and **P50,000.00** above for **Small Value Procurement**.
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430** local **25025** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Cordillera Administrative Region  
40 North Drive, Baguio City

**REQUEST FOR QUOTATION (RFQ)**

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	HIRING OF DOCUMENTER FOR THE LDI FOR PERMANENT ADMIN PERSONNEL, FDS, VERBAL COMMUNICATION SKILLS, CASE MANAGEMENT, RA 11310, FDS-WASH, PARENT LEADERS, COMMUNITY ORGANIZING, LEADERSHIP SKILLS, FDS IMPLEMENTERS AND BASIC COUNSELING				
1	LDS: LEARNING AND DEVELOPMENT INTERVENTION FOR PERMANENT ADMINISTRATIVE PERSONNEL  DOCUMENTER TENTATIVE DATE: MARCH 22-24, 2023  <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	2	days		
2	LDS-PPPP: ROLL-OUT TRAINING ON THE FAMILY DEVELOPMENT SESSION (FDS) 7-YEAR TRANSFORMATIVE LEARNING PATH (BATCH 1 AND 2)  DOCUMENTER TENTATIVE DATE: APRIL 18-21 and APRIL 25-28, 2023  <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	6	days		
	LDS-PPPP: ENHANCING VERBAL COMMUNICATION SKILLS FOR ADMINISTRATIVE SUPPORT STAFF  DOCUMENTER TENTATIVE DATE: MAY 23-26, 2023  <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	3	days		
	LDS-PPPP: ORIENTATION ON RA 11310 OR 4PS ACT AND THE KILOS-UNLAD FRAMEWORK FOR LGU LINKS (BATCH 1 & 2)  DOCUMENTER TENTATIVE DATE: JUNE 19-23 and JULY 3-7, 2023  <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	8	days		
	LDS-PPPP: ROLL-OUT TRAINING ON THE FAMILY DEVELOPMENT SESSION (FDS) MODULE IN WATER, SANITATION AND HYGIENE (WASH) IN EARLY CHILDHOOD CARE DEVELOPMENT (ECCD) (BATCH 1, 2 & 3)  DOCUMENTER TENTATIVE DATE: JULY 18-21; 25-28 and AUG 1-4, 2023  <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	6	days		
	LDS-PPPP: ANNUAL LDI FOR PARENT LEADERS: ROLL-OUT TRAINING ON THE FDS MODULE FOR PARENT LEADERS AS PARTNERS (BATCH 1, 2 & 3)  DOCUMENTER TENTATIVE DATE: AUG. 8-11; 15-19 and 22-25, 2023  <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	6	days		
	LDS-PPPP: COMMUNITY ORGANIZING FOR INDIGENOUS PEOPLE'S ORGANIZATION LEADERS/PARENT LEADERS  DOCUMENTER TENTATIVE DATE: SEPT. 5-8, 2023  <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	3	days		

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	LDS-PPPP: LEADERSHIP SKILLS DEVELOPMENT FOR 4PS LOCAL AND SUPERVISORS  DOCUMENTER TENTATIVE DATE: SEPT.12-15,2023  <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	3	days		
	LDS-PPPP: PROGRAM ORIENTATION AND SKILLS ENHANCEMENT TRAINING FOR FDS IMPLEMENTERS  DOCUMENTER TENTATIVE DATE: SEPT.18-22,2023  <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	4	days		
	LDS-PPPP: TRAINING ON BASIC COUNSELING AS AN EFFECTIVE TOOL IN CASE MANAGEMENT FOR SOCIAL WELFARE ASSISTANTS (BATCH 1 & 2)  DOCUMENTER TENTATIVE DATE: OCT.10-13 and 17-20,2023  <i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i>	6	days		
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>	
		<b>Can Comply</b>	<b>Cannot Comply</b>		
	Service Provider must have an Active Landbank Account for payment purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]		
	The place of delivery of the goods/services is within: a. LEARNING AND DEVELOPMENT INTERVENTION FOR PERMANENT ADMINISTRATIVE PERSONNEL- <b>San Juan, La Union</b> b. ENHANCING VERBAL COMMUNICATION SKILLS FOR ADMINISTRATIVE SUPPORT STAFF- <b>Ilocos Sur</b> c. LEADERSHIP SKILLS DEVELOPMENT FOR 4PS LOCAL AND SUPERVISORS- <b>Pangasinan</b> d. All Other CBAs- <b>Baguio City</b>	[ ]	[ ]		
<b>PAYMENT WILL BE MADE EVERY AFTER CONDUCT OF ACTIVITY THRU LANDBANK OF THE PHILIPPINES</b>					
<b>TOTAL PRICE</b>					

• Award shall be made per:

X Lot basis

Total Quoted Price

*Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.*

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

**Signature of supplier/representative over printed name:** \_\_\_\_\_

**Name of Firm/Dealer/Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Canvasser

VUB/BJ



**TERMS OF REFERENCE FOR HIRED SERVICE PROVIDERS  
OF DSWD CAPACITY BUILDING ACTIVITIES (CBA)  
(DOCUMENTER)**

<b>IDENTIFYING INFORMATION</b>
<b>Title of CBA: Learning and Development Intervention for Permanent Administrative Personnel</b>
<b>Venue: Within San Juan, La Union</b>
<b>Inclusive Dates: 22-24 March 2023</b>
<b>Proponent: Learning and Development Section I HRMDD</b>
<p><b>Rationale:</b></p> <p>Anchored on the mandate of the Learning and Development Section (LDS) to strengthen the Field Office career management and develop systems anchored on the promotion of skills (soft/ hard), and develop human capital up to optimum potential, the LDS staff continuously plans, designs, develops, implements, and evaluates learning and development interventions that would address the learning/ career needs of staff.</p> <p>The provision of learning and development interventions to staff is a requirement under the Department's strategic initiatives and Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM). And since the Field Office has already achieve Maturity Level II on this program, there is a need to sustain the fulfillment of the different requirements/ indicators. Sustaining the different indicators will also pave the way for the Field Office to achieve Maturity Level III. Furthermore, the attainment of 50% Maturity Level III is part of the Department's 2023 Thrust and Priorities to be able to sustain organizational excellence and is also one of the targets under the Performance Governance System Strategic Contributions.</p> <p>The conduct of the learning and development intervention for permanent administrative personnel is therefore proposed to be conducted continuously on an annual basis to ensure that the staff providing administrative support to the technical staff and office/division/section/unit heads are competent in the execution of their functions.</p> <p><b>Performance Objective:</b></p> <p>At the end of the LDI, the participants were able to enhance their functional competencies as administrative personnel, thereby, ensuring the provision of quality services to clients.</p>

**Enabling Objectives:**

1. Define the concepts, terminologies, and principles on the topics to be discussed;
2. Explain how these concepts can relate and apply to their functions as administrative personnel;
3. Demonstrate the principles and concepts through the different activities or workshops to be accomplished; and
4. Formulate an action plan on how to apply these concepts to their respective work areas for an improved service delivery.

**DETAILS**

**1. Requirements and Qualifications**

- Should have relevant experience in written documentation;
- Have personal laptop and camera. Voice recorder is an advantage;
- Submit the concurred/signed TOR, quoted RFQs, together with the following documents:
  - Comprehensive profile indicating documentation experiences

**2. Scope of Work and Expected Outputs for Documenters**

- Document the proceedings based on the approved design and guidelines provided by DSWD Learning Management Team;
- Take note of issues, concerns and clarifications raised by the participants and response of resource person;
- Collects and collates all group workshop outputs, individual learning insights, recapitulations by the host teams, daily and general evaluations;
- Submit initial daily draft (e-copy) of the proceedings immediately after the daily activity. This does not need too comprehensive daily documentation but focus on issues, discussions, agreements, and unique ideas not present in the presentation of each Resource Person);
- Finalize the proceedings based on the comments and input of the End User;
- Package the proceedings using the Executive Summary Report within 5-7 working days and Module Type Documentation format provided by DSWD to include photos (with captions) as annexes within 15 working days; and
- Submit final copy of the Module Type Documentation (soft bound) in three (3) copies including electronic/soft copy of the pictures saved in DVD and attached to the inner back cover, three (3) working days after receipt of final comments/input from the end user.
- Documentation and other documentary materials shall be used solely by DSWD-CAR.

**3. Service Fees:**



- Meals and accommodation (for the activities with board and lodging requirements) shall be provided by the program/end-user during the training.
- Payment shall be processed after submission of the following:
  1. Billing statement
  2. Required outputs as indicated in the preceding pages

Prepared by:

  
**BONAFIE B. RAMOS**  
Training Specialist I | Section Head

Reviewed and Approved by:

  
**RONILO R. FLORES**  
AO V | OIC Chief, HRMDD

Concurred by:

Service Provider:

\_\_\_\_\_  
(Printed Name over Signature)

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Number:  
\_\_\_\_\_



**TERMS OF REFERENCE FOR HIRED SERVICE PROVIDERS  
OF DSWD CAPACITY BUILDING ACTIVITIES (CBA)  
(DOCUMENTER)**

**IDENTIFYING INFORMATION**

**Title of CBAs:**

1. Roll-out Training on the Family Development Session (FDS) 7-Year Transformative Learning Path (Batch 1 & 2)
2. Enhancing Verbal Communication Skills for Administrative Support Staff
3. Roll-out Training on Case Management Supervision for Social Welfare Officers
4. Orientation on RA 11310 or 4Ps Act and the Kilos-Unlad Framework for LGU Links (Batch 1 & 2)
5. Roll-out Training on the Family Development Session (FDS) Module in Water, Sanitation and Hygiene (WASH) in Early Childhood Care Development (ECCD) - Batch 1, 2 & 3
6. Annual LDI for Parent Leaders: Roll-out Training on the FDS Module for Parent Leaders as Partners (Batch 1, 2 & 3)
7. Community Organizing for Indigenous Peoples' Organization Leaders/ Parent Leaders
8. Leadership Skills Development for 4Ps Focals and Supervisors
9. Program Orientation and Skills Enhancement Training for FDS Implementers
10. Training on Basic Counseling as an Effective Tool In Case Management for Social Welfare Assistants (Batch 1 & 2)

**Venue:**

1. Enhancing Verbal Communication Skills for Administrative Support Staff – Ilocos Sur
2. Leadership Skills Development for 4Ps Focals and Supervisors – Pangasinan
3. All Other CBAs – Baguio City

**Inclusive Dates:**

Title of CBA	Date of Conduct
1. Roll-out Training on the Family Development Session (FDS) 7-Year Transformative Learning Path	Batch 1: Apr 18-21, 2023 Batch 2: Apr 25-28, 2023
2. Enhancing Verbal Communication Skills for Administrative Support Staff	May 23-26, 2023
3. Roll-out Training on Case Management Supervision for Social Welfare Officers	June 13-16, 2023
4. Orientation on RA 11310 and the Kilos-Unlad Framework for LGU Links	Batch 1: June 19-23, 2023 Batch 2: July 3-7, 2023
5. Roll-out Training on the Family Development Session (FDS) Module in Water, Sanitation and Hygiene (WASH) in Early Childhood Care Development (ECCD)	Batch 1: Jul 18-21, 2023 Batch 2: Jul 25-28, 2023 Batch 3: Aug 1-4, 2023
6. Annual LDI for Parent Leaders: Roll-out Training on the FDS Module for Parent Leaders as Partners	Batch 1: Aug 8-11, 2023 Batch 2: Aug 15-18, 2023 Batch 3: Aug 22-25, 2023
7. Community Organizing for Indigenous Peoples' Organization Leaders/ Parent Leaders	Sep 5-8, 2023
8. Leadership Skills Development for 4Ps Focals and Supervisors	Sep 12-15, 2023
9. Program Orientation and Skills Enhancement Training for FDS Implementers	Sep 18-22, 2023
10. Training on Basic Counseling as an Effective Tool In Case Management for Social Welfare Assistants	Batch 1: Oct 10-13, 2023 Batch 2: Oct 17-20, 2023

<p><b>Proponent:</b> Learning and Development Section and Capacity Building Section</p>	<p><b>Administrative Support:</b> HRMDD / Prot. SD / Pantawid Pamilyang Pilipino Program</p>
<p><b>Rationale:</b></p> <p>The Pantawid Pamilyang Pilipino Program (4Ps) is the national poverty reduction strategy and the human capital investment program of the government that provides conditional cash transfer to poor households for a maximum of seven (7) years to improve the level of health, nutrition, and education. The enactment of Republic Act No. 11310 or the 4Ps Act recognized the critical role of social case management in improving the well-being of the household beneficiaries and in overcoming their difficulties. Moreover, one of the conditions for entitlement is their attendance to the Family Development Sessions (FDS). The FDS is a venue to enhance and acquire new skills and knowledge in responding to their parental roles and responsibilities, promoting the concept of shared parenting, and to promote the roles of the qualified household-beneficiaries as community members in their respective communities by enhancing their level of participation and contribution in community development. The Family Development Sessions shall be delivered by the DSWD with its implementing partners. In order to deliver the mandate of the program, Thrusts and Priorities are crafted yearly in order to determine what areas the program needs to focus on. From the recently conducted Work and Financial Planning Workshop, eight Thrusts and Priorities were identified: 100% Coverage, 7TLIP Rollout, Monitor Human Capital Development, Stronger Collaboration with LGUs, Partnership Summits, Process Digitization, Workforce Development, and Professional Eligibility.</p> <p>According to the Implementing Rules and Regulations (IRR) of RA 11310, the Department of Social Welfare and Development shall serve as the central planning, coordinating, implementing and monitoring body of the Program. Rule 15, Section 37 of the IRR states that Capability-building and related capacity development activities for parent leaders, partners and 4Ps personnel shall be implemented by the DSWD in collaboration with the NGAs, LGUs and other stakeholders. Further, per DSWD Administrative Order No. 20, series of 2004, the DSWD advocates for continuous and sustained interventions to develop and empower its human resources to effectively perform its new role as leader in social welfare and development. In line with this, it seeks better ways to improve its existing human resource management system so that a core of technical and administrative staff from various levels and categories deliver quality service. The Department shall provide a nurturing environment for staff development in a manner that continuously build and develop excellent public servants by harnessing their potentials and creativity.</p> <p>In light with the above provisions, the Pantawid Pamilya Training Unit hereby proposes these activities for conduct next year, which is in line with the achievement of the proposed Thrusts and Priorities for CY 2023. Continuous delivery of quality learning and development interventions shall be ensured while still adhering to the health guidelines set by the Department, the Local Government Units, and the Inter-Agency Task Force.</p> <p>In line with the premises above, the success of the activities has to be recorded well through excellent process and photo documentation. A documenter is needed to pay specific attention to details and information that will transpire and will be conveyed in the training. Due to the limitations in manpower complement and to consider the staff's bulk deliverables and workloads, the hiring of an external documenter is necessary in order to focus solely in the crafting of the documentation and submit the required outputs within the given timeline.</p>	
<p><b>DETAILS</b></p>	
<p><b>1. Requirements and Qualifications</b></p> <ul style="list-style-type: none"> <li>• Should have relevant experience in written documentation;</li> <li>• Have personal laptop and camera. Voice recorder is an advantage;</li> </ul>	



- Submit the concurred/signed TOR, quoted RFQs, and attach a Comprehensive profile indicating documentation experiences.

**2. Scope of Work and Expected Outputs for Documenters**

- Document the proceedings based on the approved design and guidelines provided by DSWD Learning Management Team;
- Take note of issues, concerns and clarifications raised by the participants and response of resource persons;
- Collects and collates all group workshop outputs, individual learning insights, recapitulations by the host teams, daily and general evaluations;
- Submit initial daily draft (e-copy) of the proceedings immediately after the daily activity. This does not need too comprehensive daily documentation but focus on issues, discussions, agreements, and unique ideas not present in the presentation of each Resource Person;
- Finalize the proceedings based on the comments and input of the RPMO Training Unit;
- Package the proceedings using the Executive Summary Report within five (5) working days and Module Type Documentation format provided by DSWD to include photos (with captions) as annexes within fifteen (15) working days; and
- Submit final copy of the Module Type Documentation (soft bound) in three (3) copies including electronic/soft copy, three (3) working days after receipt of final comments/input from the end user.
- Documentation and other documentary materials shall be used solely by DSWD-CAR.

**3. Service Fees:**

- Meals shall only be provided by the program/end-user during the training if the documenter shall join at the venue
- Meals, lodging, and transportation will be provided if the venue is outside Baguio City.
- Payment shall be processed after submission of the following:
  - a. Billing statement
  - b. Required outputs as indicated in the preceding pages

Prepared by:

 11/16/23  
**JAMI A. BAMBILLA**  
 Training Specialist II

Concurred by:

Service Provider:

\_\_\_\_\_  
(Printed Name over Signature)

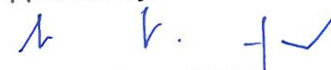
Reviewed by:

  
**BONAFE B. RAMOS**  
 Training Specialist I | Section Head

Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved by:

  
**RONILO R. FLORES**  
 AO V | OIC Chief, HRMDD

Contact Number:

\_\_\_\_\_