



REQUEST FOR PROPOSAL

PURCHASE REQUEST NO. 21-0054
CANVASS PERIOD: 16 to 23 November 2021
PHILGEPS REFERENCE NO. 8191468

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **Training Consultant for ISO 31000:2018 Risk Management**.

Attached is Purchase Request No. 21-0054 with an Approved Budget for the Contract (ABC) of Four Hundred Fifty Thousand Pesos Only (PHP 450,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

All submissions must be labeled and addressed:

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of <i>TRAINING CONSULTANT FOR ISO 31000:2018 RISK MANAGEMENT.</i>

The submission must likewise contain the following documentary requirements:

1. Supplier's/Service Provider's 2021 Mayor's/Business Permit ;
2. PhilGEPS Certificate of Registration or Registration Number;
3. Omnibus Sworn Statement (Please see attached template); and

4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Notarized Corporate Secretary's Certificate delegating authority to transact on behalf of the service provider; and, a.2.) Securities and Exchange Commission (SEC) Certificate.
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) Notarized Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself
c.) A Partnership	c.1.) SEC Registration of partnership and notarized resolution conferring authority for representative to transact on behalf of the same

In addition to the required eligibility documents, as required in Annex “H” for Small Value Procurement (SVP) of the Revised Implementing Rules and Regulations (IRR) of the R.A. No. 9184, to be submitted, the Training Consultant shall also submit supporting documents that confirm its qualifications based on **all the provisions** of the TOR. These supporting documents include but are not limited to the following:

1. Certificates of Completion or Acceptance, copy of contracts, or similar documents from projects similar or related to trainings regarding ISO 31000:2018 Risk Management conducted from October 2018 to present.
2. Certificates of Completion or Acceptance, copy of contracts, or similar documents from projects similar or related to supervised internal audits per ISO 31000:2018 Risk Management conducted from October 2020 to present.
3. List of completed government and private contracts similar or related to the trainings regarding ISO 31000:2018 Risk Management conducted from October 2018 to present. The list shall include the following details:
 - a. Project Name;
 - b. Client's Name, Address, Contact Information;
 - c. Project Start Date;
 - d. Project End Date;
 - e. Amount of Contract; and

- f. Description of Training Consultant's Role or Description of Services Provided.
4. List of completed government and private contracts similar or related to the supervised internal audits per ISO 31000:2018 Risk Management conducted from October 2020 to present. The list shall include the following details:
 - a. Project Name;
 - b. Client's Name, Address, Contact Information;
 - c. Project Start Date;
 - d. Project End Date;
 - e. Amount of Contract; and
 - f. Description of Third Party's Role or Description of Services Provided.
5. Curriculum Vitae of Proposed Professional Staff ;
6. Proposed Program Design and Time Frame or Technical Proposal
7. Proposed Training Cost or Financial Proposal
8. **If applicable**, documentation **from prospective foreign service providers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Compliant submissions will be evaluated based on the criteria as outlined in the Terms of Reference (TOR).

Failure to submit **ALL** of the required documents with the **Signed Proposal Form before the deadline on 23 November 2021, 10:00am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or email us at: procurement@gcg.gov.ph

Thank you



PROPOSAL FORM

INSTRUCTIONS

- 1.) Accomplish this Quotation Form Correctly and Accurately
- 2.) Do not alter the contents of this form in any way.
- 3.) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will render the quotation, non-compliant.
- 4.) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5.) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the items as follows:

TRAINING CONSULTANT FOR ISO 31000:2018 RISK MANAGEMENT (PERIOD OF CANVASS: 16 TO 23 NOVEMBER 2021)			
Technical Specifications	Yes	No	Comments
QUALIFICATIONS OF THE TRAINING CONSULTANT			
1. The Training Consultant possesses relevant valid business licenses to provide such services to the Parties.			
2. The Training Consultant has at least three (3) years of experience in conducting trainings regarding ISO 31000:2018 Risk Management.			
3. The Training Consultant has at least one (1) year of experience in conducting supervised internal audits per ISO 31000:2018 Risk Management.			
4. The Training Consultant has adequate (a team of two (2) personnel) and experienced resources to conduct such engagement as well as to prepare for and attend meetings as required by the Governance Commission.			
5. The Third Party must meet the minimum eligibility requirements for consulting services under R.A. No. 9184, otherwise known as the "Government Procurement Reform Act."			

**TRAINING CONSULTANT FOR ISO 31000:2018 RISK MANAGEMENT
(PERIOD OF CANVASS: 16 TO 23 NOVEMBER 2021)**

Technical Specifications	Yes	No	Comments
6. The Third Party shall sign a Non-Disclosure Agreement to prevent divulging confidential information			

SCOPE OF WORK AND DELIVERABLES

The Training Consultant shall:

1. Hold a preliminary alignment meeting with GCG counterparts to finalize details and plans of the engagement;			
2. Submit Program Designs and Materials for the engagement			
3. Conduct the activities as provided under Item 3 of this section and submit the corresponding reports according to the following specifications in accordance with the Terms of Reference (<i>Please refer to item 3, Scope of Work and Deliverables</i>)			
4. If synchronous, facilitate activities for a maximum number of four (4) hours, in the morning or in the afternoon, per day to encourage high participation and avoid significant work disruptions;			
5. Determine and provide an online platform (e.g., Microsoft Teams, Zoom) wherein activities will be hosted;			
6. Issue Certificates of Participation or Completion for participants;			
7. Receive feedback through a client satisfaction survey conducted by GCG with the project's end-users and participants			

PROPOSED PROFESSIONAL STAFF

Should the proposed staffing for the project be less than or more than the required number of key personnel, the prospective bidder shall be automatically disqualified.

1. One (1) Subject Matter Expert			
- Master's and/or Bachelor's Degree			
- At least three (3) years' experience in developing and conducting trainings or interventions related to ISO standards			
- At least three (3) years' experience in developing and conducting trainings or interventions related to ISO 31000:2018 Risk Management standards			
2. One (1) Training Assistant			
- Bachelor's Degree			
- At least one (1) years' experience in developing and conducting trainings or interventions			

**TRAINING CONSULTANT FOR ISO 31000:2018 RISK MANAGEMENT
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Technical Specifications	Yes	No	Comments
CONFIDENTIALITY			
1. The Training Consultant will ensure that all information shared by GCG under this project will remain confidential even after the termination of the contract.			
2. The Training Consultant will be required to follow the rules on confidentiality and code of ethics as applicable to officials of the public service.			
TIME FRAME AND PAYMENT SCHEDULE			
1. The project shall last (including the delivery of final outputs) for a maximum of one hundred (100) calendar days after the issuance of the Notice to Proceed (NTP).			
2. The time frame may be modified as mutually agreed and formalized by both Parties.			
3. ABC is inclusive of local taxes applicable for contractor of services such as 15% Expanded Withholding Tax (EWT) and 5% Withholding Tax on Government Money Payments (GMP).			
4. Processing of payment will begin upon submission of all required outputs or documents, acceptance of the project terminal report, and receipt of the invoice and complete supporting documents in accordance with applicable government rules and regulations.			

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank"

Supplier's/Service Provider's Bank Details:

Banking Institution: _____

Account

Number: _____

Account

Name: _____

Branch: _____

FINANCIAL OFFER:

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

TRAINING CONSULTANT FOR ISO 31000:2018 RISK MANAGEMENT (PERIOD OF CANVASS: 16 TO 23 NOVEMBER 2021)	
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Four Hundred Fifty Thousand Pesos Only (₱ 450,000.00)	

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

Signature over Printed Name

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es