



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0070

CANVASS PERIOD: 12 to 15 October 2024

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 **ONE (1) LOT PROVISION OF PERFORMANCE GOVERNANCE SYSTEM (PGS) INSTITUTIONALIZATION INTERVENTIONS.**

Attached is Purchase Request No. 24-0070 with an Approved Budget for the Contract (ABC) of **Six Hundred Eighty-Four Thousand Three Hundred Twenty Pesos Only (P684,320.00)**. Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to procurement@gcg.gov.ph with subject name: **“Submission for the procurement of ONE (1) LOT PROVISION OF PERFORMANCE GOVERNANCE SYSTEM (PGS) INSTITUTIONALIZATION INTERVENTIONS.”**

On the other hand, **all physical submissions must be labeled and addressed:**

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of ONE (1) LOT PROVISION OF PERFORMANCE GOVERNANCE SYSTEM (PGS) INSTITUTIONALIZATION INTERVENTIONS.

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit
2. Valid **PhilGEPS Certificate of Registration** or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template);
4. List of completed government and private contracts similar or related to **Performance Governance System (PGS) Interventions.** The list shall include the following details:

<i>Project Name</i>	<i>Client's Name, Address, Contact Information</i>	<i>Project Start Date</i>	<i>Project End Date</i>	<i>Amount of Contract</i>	<i>Description of Service Provided</i>
1.					
2.					
3.					



5. List of agencies or institutions assisted in relation to PGS institutionalization in the past five (5) years:

<i>Agency/Institution</i>	<i>Year engaged (from – until)</i>	<i>Duration of engagement</i>
1.		
2.		
3.		
Example: Governance Commission for GOCCs	October 2022 – March 2024	1 year and 6 months

6. Certificates of Completion or Acceptance, copies of contracts, or similar documents based on the list of completed government and private contracts submitted in above requirements numbers 4 and 5
7. Curriculum Vitae of Proposed Professional Staffs
8. Project Proposal
- 9.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	<p>a.1.) Securities and Exchange Commission (SEC) Certificate</p> <p>and,</p> <p>a.2.) Notarized Secretary’s Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider;</p>
b.) A Sole Proprietorship	<p>b.1.) Department of Trade and Industry (DTI) Certificate;</p> <p>and,</p> <p>b.2.) <u>if the authorized representative is not the proprietor himself/herself,</u></p> <p>Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider,</p>
c.) A Partnership	<p>c.1.) SEC Registration of partnership;</p> <p>and;</p> <p>c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider</p>

10. **If applicable**, documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Request for Quotation form signed by the bidder's authorized representative before the deadline on 15 October 2024, 10:00 am** renders the submission, **NON-COMPLIANT**

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

Thank you.



QUOTATION 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 unconditionally 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:

ONE (1) LOT PROVISION OF PERFORMANCE GOVERNANCE SYSTEM (PGS) INSTITUTIONALIZATION INTERVENTIONS. (PERIOD OF CANVASS: 12 to 15 October 2024)													
ITEM DESCRIPTION	YES	NO	COMMENTS										
One (1) Lot Provision of Performance Governance System (PGS) Institutionalization Interventions.													
TECHNICAL SPECIFICATIONS													
1. Strategy Refresh: 1.1. Onsite. 1.2. Three (3) days. 1.2.1. Strategic Positioning (1 day). 1.2.2. Strategy Formulation (2 days). 1.3. Output: 1.3.1. Updated Basic Governance Documents. (Strategy Maps, Roadmaps, & Enterprise Scorecards) 1.4. Inclusive of 12% VAT and other fees.													
2. Cascading: 2.1. Onsite. 2.2. Three (3) days. 2.3. Output: 2.3.1. Portfolio of Strategic Commitments. 2.4. Inclusive of 12% VAT and other fees.													
A. EVALUATION CRITERIA													
1. Subject to the evaluation criteria for the selection of consultant for the aforementioned activity: <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td>Technical</td> <td align="right">80%</td> </tr> <tr> <td>Applicable Experience of the Firm</td> <td align="right">25%</td> </tr> <tr> <td>Qualification of Key Personnel</td> <td align="right">25%</td> </tr> <tr> <td>Methodology</td> <td align="right">30%</td> </tr> <tr> <td>Financial</td> <td align="right">20%</td> </tr> </table>	Technical	80%	Applicable Experience of the Firm	25%	Qualification of Key Personnel	25%	Methodology	30%	Financial	20%			
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**ONE (1) LOT PROVISION OF PERFORMANCE GOVERNANCE SYSTEM (PGS)
INSTITUTIONALIZATION INTERVENTIONS.
(PERIOD OF CANVASS: 12 to 15 October 2024)**

ITEM DESCRIPTION	YES	NO	COMMENTS									
B. QUALIFICATIONS OF THE SERVICE PROVIDER												
The Governance Commission expects the firm to meet the qualifications set forth herein:												
1. The firm has experience in assisting agencies or institutions in the pathway of Institutionalization in the past five (5) years.												
2. The firm possesses relevant valid business licenses to provide such services to the Party.												
3. The firm has at least ten (10) years of experience in conducting Performance Governance System interventions.												
4. The firm has extensive experience in facilitating workshops and providing guidance to public civil servants and other stakeholders. This is a welcome advantage but not mandatory.												
5. The firm has adequate (a team of at least four (4) personnel) and experienced resources to conduct such engagement as well as to prepare for and attend meetings as required by the Governance Commission.												
6. The Consultant must meet the minimum eligibility requirements and short-listing for highly technical consultant services under R.A. No. 9184, otherwise known as the "Government Procurement Reform Act."												
C. SCOPE OF WORK OF THE SERVICE PROVIDER												
1. Provide modules and guides and conduct workshops and discussions with key personnel of the GCG;												
2. Facilitate the Performance Governance System interventions;												
3. Attend consultation meetings with the Strategy Management and Communications Division in preparation for the project. During the engagement, the consultant will provide the following:												
<table border="1"> <thead> <tr> <th align="center">REPORT/OUTPUT/ DELIVERABLE</th> <th align="center">DESCRIPTION</th> <th align="center">INDICATIVE TIME OF COMPLETION</th> </tr> </thead> <tbody> <tr> <td>1. Strategy Refresh</td> <td>Review and update of Basic Governance Documents in accordance with the organization's strategic direction.</td> <td>October 2024</td> </tr> <tr> <td>2. Cascading</td> <td>Translating high-level strategic goals from the enterprise scorecard into tangible, measurable targets at various organizational levels.</td> <td>November 2024</td> </tr> </tbody> </table>	REPORT/OUTPUT/ DELIVERABLE	DESCRIPTION	INDICATIVE TIME OF COMPLETION	1. Strategy Refresh	Review and update of Basic Governance Documents in accordance with the organization's strategic direction.	October 2024	2. Cascading	Translating high-level strategic goals from the enterprise scorecard into tangible, measurable targets at various organizational levels.	November 2024			
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ITEM DESCRIPTION	YES	NO	COMMENTS						
D. PROPOSED PROFESSIONAL STAFF									
<p>1. The required number and experience of the proposed professional staff is as follows:</p> <table border="1"> <thead> <tr> <th align="center">Key Personnel</th> <th align="center">Education and Experience</th> </tr> </thead> <tbody> <tr> <td align="center">1. Facilitator / Speaker (1)</td> <td> <ul style="list-style-type: none"> • Bachelor's and/or Master's Degree in relevant fields • At least five (5) years' experience in Performance Governance System </td> </tr> <tr> <td align="center">2. Training Assistants (3)</td> <td> <ul style="list-style-type: none"> • Bachelor's Degree in relevant fields • At least three (3) years' experience in Performance Governance System </td> </tr> </tbody> </table> <p>Should the proposed staffing for the project be less than the required number of key personnel, the prospective bidder shall be rendered automatically disqualified.</p>	Key Personnel	Education and Experience	1. Facilitator / Speaker (1)	<ul style="list-style-type: none"> • Bachelor's and/or Master's Degree in relevant fields • At least five (5) years' experience in Performance Governance System 	2. Training Assistants (3)	<ul style="list-style-type: none"> • Bachelor's Degree in relevant fields • At least three (3) years' experience in Performance Governance System 			
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2. Training Assistants (3)	<ul style="list-style-type: none"> • Bachelor's Degree in relevant fields • At least three (3) years' experience in Performance Governance System 								
E. CONFIDENTIALITY									
1. The Service Provider will ensure that all information shared by GCG under this project will remain confidential even after the termination of the contract.									
2. The Service Provider will be required to follow the rules on confidentiality and the code of ethics as applicable to officials of the public service									
F. TIME FRAME AND PAYMENT SCHEDULE									
1. The project shall last (including the delivery of final outputs) for a maximum of five (5) weeks after the issuance of the Notice to Proceed (NTP).									
2. The project shall be undertaken following the timeline of activities after receipt of the NTP, which may be modified as mutually agreed and formalized by both Parties.									
3. The Approved Budget of Contract (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 Post-Workshop 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). **The offered quotation should not exceed the ABC.**

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT:		
PROPERTY	APPROVED BUDGET FOR THE CONTRACT	OFFERED QUOTATION
1. Strategy Refresh	Three Hundred Fifty-Six Thousand One Hundred Sixty Pesos Only (P356,160.00)	
2. Cascading	Three Hundred Twenty-Eight Thousand One Hundred Sixty Pesos Only (P328,160.00)	
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)		TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Six Hundred Eighty-Four Thousand Three Hundred Twenty Pesos Only (P684,320.00).		In Words: _____ _____ _____ In Figures: _____

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
of the Sole Proprietor or
the Authorized Representative
(for corporations and partnerships)**

Office Telephone /Fax/Mobile Nos

Email address/es