

REQUEST FOR PROPOSAL

Procurement of a Learning Service Provider for the PCC Livelihood Training Programs for FY 2024

P.R. No./Date Received: 2024-06-0138 / 28 June 2024

RFQ/P No. / Date: 2024-08-0175 / 13 Aug 2024

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Technical Specifications** subject to the Terms and Conditions and within the Approved Budget for the Contract.

Required Documents/Information to be submitted as Attachments to the Proposal:

- Valid Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (To be issued prior to issuance of award)
- Signed Request for Proposal
- Signed Technical Specifications

This pro-forma quotation maybe submitted through **registered or electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurementunit@phcc.gov.ph or rngarcia@phcc.gov.ph on or before **Tuesday 20 August 2024, 12nn** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Technical Specifications**.
10. Please note that the **award of the procurement is on a per lot basis**.

Very truly yours,

[REDACTED]

DIR. JESON Q. DE LA TORRE

Chairperson, Bids and Awards Committee

Item	QTY	Unit	Total ABC	Item/Description	Unit Cost (PhP)	Total Amount (PhP)
					<i>(To be filled-out by the supplier)</i>	
			₱ 180,000.00	Procurement of a Learning Service Provider for the PCC Livelihood Training Programs for FY 2024		
				<i>(Please see attached Technical Specifications)</i>		
Total ABC (Per Lot)			₱ 180,000.00	TOTAL Amount		
Delivery Instructions:				<i>(Please see attached Technical Specifications)</i>		

(Please provide complete information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address : _____

Company Tax Identification Number : _____



TECHNICAL SPECIFICATIONS

PROCUREMENT OF A LEARNING SERVICE PROVIDER FOR THE PCC LIVELIHOOD TRAINING PROGRAMS FOR FY 2024

I. PURPOSE

This outlines the Philippine Competition Commission's (PCC) requirements for a Learning Service Provider (LSP) who will spearhead the conduct of Livelihood Training Programs for the employees of the PCC.

II. BACKGROUND

The Philippine Competition Commission (PCC) is an independent quasi-judicial body mandated to implement Republic Act No. 10667 or the Philippine Competition Act (PCA). The PCA prohibits anti-competitive agreements, abuses of dominant position and anti-competitive mergers and acquisitions, as the law aims to enhance market competition for the benefit of consumers and businesses.

The PCC established its Health and Wellness Program tasked to implement the agency's health and wellness initiatives and activities. The program aims to increase employees' well-being and organizational productivity and help them achieve a state of optimal condition through balance of physical, emotional, social, psychological, occupational, intellectual, and financial wellness.

In view of this, the PCC aims to engage the services of LSP that will design and conduct business and livelihood training programs to create opportunities to develop entrepreneurial skills of PCC personnel.

III. OBJECTIVES

Through the conduct of the livelihood training programs, PCC personnel shall gain new experiences and learn practical skills outside their usual job functions.

Specifically, participants are expected to learn key concepts, approaches, requirements, processes, and useful tools applicable to the following training programs:

1. Starting and Managing a Business with Financial Literacy
 - Lecture: On financial security, wise spending, disciplined savings, knowledgeable investing, assets, liabilities, sources of funds, uses of funds, what it takes to be an entrepreneur, enterprise, entrepreneurship development cycle and legal forms of business organizations.



2. Barista/Coffeeshop Business
 - Lecture: Capital expenses and projection of investment, Familiarization of tools and equipment, Description of materials, Sources of equipment and materials, Product forecasting and packaging, Hygiene and Sanitation, Safety measures, Costing and Pricing Demo and Hands-on: Hands-on on Espresso Machine, Hands-on/Actual Coffee Product Concoction
 - a. Espresso Concoction b. Hot Concoction
 - c. Cold Concoction (Frappe and Blended) d. Coffee/Espresso Flambé

3. Hydroponics
 - Lecture: Introduction to Hydroponics, Soilless planting, Pesticides-free, Faster yield, Simpler urban farming, The latest technology in modern horticulture, The soil-less method of planting plants, Vegetables that produced luxurious healthy plants free of weeds.
 - Demo and Hands-on: Actual hands-on

4. Social Media/Online Marketing
 - Description: A course that gives ideas on how to use social media to market your own product and services.
 - Lecture/Workshop:
 - Objective
 - What is Social Media
 - Types of Social Media
 - Example of Social Media Sites
 - Advantage/Disadvantage of Social Media
 - Marketing Statistics
 - Social Media Analysis
 - Customer Relationship Strategy
 - Enterprise Social Networking
 - Assessment of 4 Biggest Influential Social Media Networks
 - Online Target Marketing
 - 7 P's of Product Marketing Strategy

IV. SCOPE OF WORK

The LSP will conduct four (4) training programs for the month of September upon receipt and acceptance of the Job Order (Contract). The LSP shall perform the following tasks:

- a. Provide services as training provider/facilitator for the duration of said training;
- b. Train a maximum of twenty-five (25) participants per program;
- c. Develop a course design setting out the training course learning outcomes;
- d. The design of the course should include lecture, key concepts, approaches, requirements, processes, hands-on learning, and useful tools applicable to training courses;
- e. Conduct the program either in PCC or at the venue of the service provider for programs that will use machines or equipment;
- f. Provide the training materials, manuals/handouts (digital or hard copies) and

- kits for the said courses;
- g. Coordinate with the Human Capital Management Division (End-user) on the following requirements:
 - a. Online platform requirements for orientation
 - b. Registration
 - c. House rules
 - h. The service provider shall coordinate with the End-User in advance in case there are equipment to be brought to PCC;
 - i. Issue certificates to the participants upon completion of the program;
 - j. Ensure the smooth flow of the training; encourage participation; integrate structured learning exercises/learning modules with theoretical framework to attain the training objectives; and
 - k. Submit proceedings/report/evaluation on the training conducted.

V. DELIVERABLES AND TIMELINES

Below is the proposed schedule for each deliverable of the project:

Deliverable	Timeline
Kick-off meeting to be held at PCC for planning and scheduling	Three (3) working days after receipt and acceptance of the Contract
Submission of module per program and copy of presentation materials	Five (5) working days before the conduct of the program
Actual conduct of the programs following the schedule set by PCC (maximum of twenty-five (25) participants per program)	<p>September 2024</p> <p>1st week Starting and Managing a Business with Financial Literacy (venue in PCC)</p> <p>2nd week Barista/Coffeeshop Business (venue in PCC)</p> <p>3rd week Hydroponics (at the service provider center)</p> <p>4th week Social Media/Online Marketing (venue in PCC)</p>

Deliverable	Timeline
Issuance of certificate of completion to the participants	Three (3) working days after each program.

The End-user shall sign off on the completion of each deliverable.

VI. MINIMUM QUALIFICATIONS AND REQUIREMENTS

Criteria	Minimum Qualifications	Bases
Applicable Experience	Years of experience: at least three (3) years of experience/operations as training provider for livelihood programs	Company Profile
	Engagement: At least three (3) engagements/projects in the last three (3) years that involves training in livelihood programs, with at least one (1) of which were engagements with public/government sector.	List of engagements/ Certificate of Satisfactory Service issued by clients
Quality of Personnel	Educational attainment of the subject matter expert to be deployed by the LSP: at least vocational degree graduate relevant to the program	Curriculum Vitae of the subject matter expert to be deployed by the LSP.
	Engagement: with formal training on the program to be facilitated; and conducted at least three (3) training/sessions of the same program identified by PCC	Certificate/Acceptance for trainings conducted.

The List of Documentary Requirements is provided in Annex A for reference and guidance.

VII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for this procurement is **One Hundred Eighty Thousand Pesos (PhP180,000.00)**, inclusive of all applicable taxes, fees, and charges.

VIII. MODE OF PROCUREMENT

The Mode of Procurement shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

IX. PAYMENT SCHEME

The payment for the services rendered shall be made within fifteen (15) working days after the program's conduct. Supporting documents to be provided upon claim are as follows:

- a. Statement of Account (SOA) or Billing Statement (BS) by the Service Provider (per program); and
- b. Certificate of Satisfactory Service Rendered issued by PCC through the End-user.

Payment shall be released and collected within the PCC premises.

X. LIQUIDATED DAMAGES

If the LSP fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. Pursuant to Section 68 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XI. DISPUTE RESOLUTION

The Parties agree that any dispute, controversy, difference, or claim arising out of or in relation to this Contract, including any question as to the interpretation, implementation, existence, validity, breach, or termination thereof or as to any non-contractual obligation arising out of or relating thereto, shall first be settled amicably between the Parties. If there is failure to settle amicably, the dispute shall be submitted to mutual consultation, mediation, and/or arbitration

In case of a court dispute, the venue shall be any court of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any revisions, amendments, repeals, and supplements to this or additional terms and conditions to the Contract shall be made upon through mutual written agreement by the Parties and must be in writing, signed and acknowledged between the Parties."

Prepared by: .

[REDACTED]

ANTONIA LYNNELYL BAUTISTA
Chief Administrative Officer, HCMD

Approved by:

[REDACTED]

JESON Q. DE LA TORRE

Director IV, Administrative Office

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date

LIST OF DOCUMENTARY REQUIREMENTS

Bidders are requested to submit the following documents:

Procuring Entity	Philippine Competition Commission
Address	25/F Vertis North Corporate Center 1, North Ave., Quezon City
Project Name	Procurement of a Learning Service Provider for the PCC Livelihood Training Programs for FY 2024
Approved Budget for the Contract	PhP180,000.00 (inclusive of all applicable taxes, fees, and charges) Prospective bidders are requested to specify proposed rate required under this TOR. Bids above the ABC are automatically disqualified.
Documents to be Submitted (Together with the Request for Proposal Form)	<ul style="list-style-type: none"> - Company Profile - Lists of engagements/Certificate of Satisfactory Service issued by clients - Curriculum Vitae of the subject matter expert to be deployed by the LSP. - Certificate of Completion for relevant trainings attended as facilitator. - Certificates/Acceptance for trainings conducted. <p>Eligibility Documents</p> <ol style="list-style-type: none"> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number 3. Duly Notarized Omnibus Sworn Statement