



REQUEST FOR PROPOSAL (RFP)

Name of Consultant/Consulting Firm: _____
 Address: _____
 TIN: _____
 PhilGEPS Registration No.: _____
 Business Permit No.: _____

The Philippine Health Insurance Corporation Regional Office XII (PRO XII, through its Bids and Awards Committee (BAC), intends to perform Small Value Procurement (SVP) in order to hire a consultant/Trainer for the conduct of **Training on Developing Human Resourcefulness and Creativity in the Workplace**. The details of this SVP is indicated in the table below:

DURATION OF CONSULTANCY	LOCATION	DESCRIPTION	Approved Budget for the Contract (ABC) in PhP
16 hours per batch (2 Batches)	Koronadal City, South Cotabato	Training Fee for the Conduct of Training on Developing Human Resourcefulness and Creativity in the Workplace	PhP 240,00.00

The Small Value Procurement of hiring of consultant will be undertaken in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The **Terms of Reference (TOR)** may be downloaded in the PhilGEPS website or may be requested in person or by email using the contact information below. The project must be completed within the period stated in the duration reckoned from the effectivity date stated in the Notice to Proceed issued for the project.

As such, eligible individual consultant or consulting firms of known qualifications are invited to submit their quotations/proposals (signed by you or your duly authorized representative) with attached **Professional License/Curriculum Vitae** not later than October 4, 2022, subject to the Terms and Conditions provided in the attached TOR.

A **copy** of each of the following are required to be submitted **prior to award**:


- (a) Latest **Mayor's/Business Permit (for consulting firm)**
- (b) **BIR Certificate of Registration (for individual consultant)**
- (c) Latest **Income/Business Tax Return**
- (d) **Omnibus Sworn Statement**

Open quotations/proposals may be submitted, manually or through facsimile or email at the address and contact numbers indicated below. **Electronic quotation will be accepted as long as the submitted quotation is encrypted/password-protected.** Quotation password will be requested on or before October 4, 2022.



Kindly submit quotation at the address indicated below.

PhilHealth Regional Office XII
CSA 1 Building, corner Zulueta - General Santos Drive
Koronadal City, South Cotabato
(083) 228-9731-33 loc. 6424 Email at gsu.pro12@philhealth.gov.ph


BIENVENIDO L. BORRA
Administrative Officer IV

INSTRUCTIONS:

- (1) Accomplish this RFP correctly and accurately.
- (2) Do not alter contents of this form in any way.
- (3) **Failure to attach your Curriculum Vitae will disqualify your quotation.**
- (4) Failure to follow these instructions will disqualify your entire quotation.

After have carefully read and accepted the Terms of Reference (TOR) herein attached, I/we submit our quotation/s for the item/s as follows:

FINANCIAL OFFER

Please provide your quotation in the table below. **The information stated below shall be the basis for the evaluation and calculation of your total quotation**, and does not reflect the guaranteed price.

Project Name:

Training Fee for the conduct of Training on Developing Human Resourcefulness and Creativity in the Workplace

Approved Budget of the Contract (ABC)	Your Quotation
Two Hundred Forty Thousand Pesos (PhP 240,000.00)	<hr/> <i>(Please state in words and in figures your quotation.)</i>

Signature over Printed Name

Position and Title/Designation

Office Telephone No. /Mobile Telephone No.

Email Address/es

