

REQUEST FOR QUOTATION


 Date: April 15, 2025
 RFQ No.: 2025-05-158

 Name of Supplier: _____
 Address: _____

The Philippine Health Insurance Corporation Regional Office No. V, will undertake **Procurement of Training Provider for the conduct of Seminar on Enhancing Outcome through Strategic Policy Development and Review through NP - Small Value Procurement** in accordance with Section 53.9 of the 2016 Revised IRR of RA 9184 with Approved Budget for the Contract in the amount of **Php 180,000.00**

Please quote your best offer for the item/s described herein. Submit your financial quotation duly signed by you or your duly authorized representative, **together with the copy of documentary requirements listed below**, not later than **May 20, 2025**.

Please submit your sealed quotations at the 2nd Floor **PhilHealth RO V, ANST Building IV, Benny S. Imperial St., Legazpi City**, to:


GILBERT D. BERNARDO

 Official Canvasser (Signature over Printed name)
 Date: _____


SHIRLEY S. VICTORIA

 Chief, Management Services Division
 Date: _____

After having carefully read and accepted the Terms and Conditions as enumerated below this Form, I/we submit our quotation for the following item/s:

No.	Unit	Item Description/Technical Specification	Qty.	Unit Price	Total
1	lot	Procurement of Training Provider for the conduct of Seminar on Enhancing Outcome through Strategic Policy Development and Review on June 16-18, 2025	1		
		<i>(Inclusive of Honorarium, Accommodation, Transportation, Training Kits and Certificate)</i>			
		XXXXXXXXXX			
		for PRO V use			
		PR25-05-194			

Attached to our quotation are the following documentary requirements, as follows (please put the word "comply or not comply" inside the box beside the submitted documents, please **do not** just put a (/) check):

COMPLIANCE WITH THE DOCUMENTARY REQUIREMENTS

<input type="checkbox"/>	2025 Mayor's/Business Permit	<input type="checkbox"/>	BIR 2303 (for new supplier)
<input type="checkbox"/>	PhilGEPS Registration Certificate/Number	<input type="checkbox"/>	OTHERS:
<input type="checkbox"/>	Latest Income/Business Tax Return duly received by BIR	<input type="checkbox"/>	BIR TIN No. (VAT)
<input type="checkbox"/>	Proof of Latest PhilHealth Contribution for the last 6 months	<input type="checkbox"/>	(NON-VAT)
<input type="checkbox"/>	Omnibus Sworn Statement		

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotations must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation which complies with the minimum specifications and other terms and conditions stated therein.
- Any erasures or overwriting shall be valid only if they are signed or initialled by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the specified requirements in the descriptions provided.
- Delivery date period is on date of delivery upon supplier's receipt of Purchase Order/NTP.
- Payment shall be made at the PhilHealth Regional Office V after delivery and upon the submission of the required supporting documents.

REMINDER:

Please be reminded that the Corporation is implementing the "NO GIFT POLICY" (In compliance with R.A. No. 6713 and R.A. No. 3019)

For any violations of this policy or any unethical behaviour from our officers and staff, please contact our Trunk Line No. 820-5538 and look for the Head of Admin Services Section.

Very truly yours,

Signature over Printed Name

Position/Designation

Telephone/Mobile No.

Email Add:

TECHNICAL SPECIFICATIONS FOR TRAINING PROVIDER/ SUBJECT MATTER EXPERT

I. PROGRAM TITLE: Seminar on Enhancing Outcome through Strategic Policy Development and Review

II. DATE OF CONDUCT: June 16-18, 2025

III. TRAINING PROVIDER(TP)/ SUBJECT MATTER EXPERT (SME) SPECIFICATIONS:

A. PRE-TRAINING REQUIREMENTS:

1. The TP/SMEs shall be highly proficient or an expert in customizing a training design/module appropriate in achieving the objectives of the training course.
2. The TP shall provide a Resource Speaker that has expertise on the specified program.
3. The TP/SMEs shall conduct a thorough Learning Needs Analysis (LNA) prior to customization of training design/module.
4. The Training Provider/Subject Matter Expert/s shall develop an interactive learning program.
5. The TP/SMEs shall present the customized training design/module and facilitate a walk-through session to the Admin-Human Resource Unit (HRU) – Learning & Development (L&D) Team, at least fifteen (15) working days prior to the actual date of training conduct to ensure that the training objectives will be met.
6. The TP/SMEs shall comply strictly with the provisions of the contract before payment shall be processed by the L & D Team.
7. At least ten (10) days before the date of training conduct, the TP/SMEs must submit to L&D Coordinator a soft copy of the Facilitator's Guide (see attached format), training modules, hand-outs/training manual, pre-test and post-test, sample training certificates and other relevant information materials, including those that shall be provided to the participants.
8. Job Order Contract must be completely signed by the TP/SME and PhilHealth Officers before the conduct of the training.
9. The TP/SMEs must be able to submit the company and Resource Speaker's profile and all other necessary documents as required by the procurement law.

10. The professional fee of the TP/SME shall be within the allowable limit for package deal engagement good for a minimum of 25 to a maximum of 40 or more participants per batch depending on the type of program.
11. The TP/SMEs shall also customize a "Training Effectiveness Evaluation Form" (TEEF) with administrator's guide, which will be used by Admin-HRU as a tool in evaluating the training effectiveness three (3) to six (6) months after the training for the level 3 evaluation and after one (1) year for the level 4 evaluation, which is the return on investment aspect. The TEEF shall include instructional materials for the administrator/evaluator on how to conduct, analyze and report the training evaluation.
12. The TP/SME shall provide a training team that will act as training assist, facilitator and/or moderator during the actual conduct of the program.

B. ACTUAL TRAINING CONDUCT

13. The TP/SMEs shall provide the necessary training documents/materials such as training kits, hand-outs, activity sheets and testing materials appropriate for the learning environment.
14. The TP/SMEs shall conduct a pre-test, post-test and give feedback/assessment to the participants to be able to measure the knowledge and skills they acquired during the course of the training/workshop. They shall be the one to check the answer sheets and prepare a comprehensive summary report of the pre-test and post-test results (to be included in the terminal report). The answered test papers shall be owned by the Admin-HRU for internal quality audit purposes.
15. The TP/SMEs must be able to execute the training program based on the agreed training design.
16. For purposes of quality monitoring, the Training Provider/Subject Matter Expert must allow the L & D Team to record the whole conduct of the program.

C. POST TRAINING REQUIREMENTS

17. The TP/SMEs must submit a comprehensive terminal report and all the requirements specified in this TOR within four (4) weeks after the conduct of the training program or as may be agreed with the Admin-HRU. Incomplete submission of requirements shall be a valid reason for non-processing of payment.
18. The TP/SME must agree with the sent-bill scheme and comply with all the requirements that will be needed by the Secretariat for the Bids and Awards Committee (SBAC) of PhilHealth and PhilHealth Comptrollership Department during the processing of the payee's voucher such as but not limited to, if applicable:
 - a. BIR Annual Tax Return
 - b. BIR Certificate of Exemption
 - c. Latest Proof of PhilHealth Contribution

- d. Professional License/Curriculum Vitae
- e. PhilGeps Registration
- f. Sample of Official Receipt
- g. SEC Certificate of Registration, Updated Mayor's/Business
- h. Statement of Account/Billing Statement/Sales Invoice

D. GENERAL PROVISIONS:

19. For first time TP/SME to a certain program, the SME shall pass the demo teach with a score of 85% or above based on the following criteria:
 - a. Mastery of the Topic - 40%
 - b. Communication Skills – 20%
 - c. Training Methodologies – 20%
 - d. Public Speaking and Physical Appearance – 20%
20. The TP/SME who have already conducted the same program, he/she must have earned at least 85% Performance Rating based on the previous training conduct in PhilHealth Regional Office and shall no longer need to undergo a Demo Teach.
21. The TP/SMEs shall be blacklisted from the roster of PhilHealth's TP/SMEs in case any provision in the agreed contract and Technical Specifications are retracted or were not completely rendered by the TP/SMEs. A recommendatory report to blacklist the TP/SMEs shall be prepared by the Admin-HRU for approval of the Human Resource Development Committee (HRDC) and dissemination for the information of all offices and departments in PhilHealth.
22. The TP/SMEs shall undertake to comply with Officer Order No. 0018-2015 entitled "Reiteration of PhilHealth No Gift Policy (Revision 1)", which enforces that "No PhilHealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group, association, or judicial entity, whether from the public or private sector at any time, on or off the work premises where such gift is given in the course of official duties or in connection with any transaction which may affect the functions of their office or influence the actions of directors or employees, or create the appearance of a conflict of interest."
23. The TP/SMEs shall agree that:
 - i. Delay or failure to comply with or breach of any of the terms and conditions of the contract with PhilHealth, if occasioned by or resulting from an act of God or public enemy, fire, explosion, earthquake, perils of the sea, flood, war declared or undeclared, civil war, revolution, civil commotion or other civil strife, riot, strikes, blockade, embargo, sanctions, epidemics, act of any Government or other Authority, compliance with Government orders, demands or regulations, or any circumstances of like or different nature beyond the reasonable control of the Party so failing, will not be deemed to be a breach of the agreement nor will it subject either Party to any liability to the other.
 - ii. Should either Party be prevented from carrying out its contractual obligations as a result of a force majeure event, the Parties, if possible, shall come to a mutually acceptable arrangement, as to the earliest available time to conduct the program

for both the Provider's speakers and PhilHealth participants, without liability for either Party.

- iii. The parties and any or all of their staff or representatives who will be involved in the project shall sign a mutual Non-Disclosure Agreement and maintain strict confidentiality on any information accessed from the PhilHealth database or provided by PhilHealth. Therefore, the TP/SME shall not disclose any proprietary or confidential information relating to PhilHealth or to contract agreement without prior written consent from the latter. This condition shall apply even after the contract ends.
- iv. The TP/SME agree that PhilHealth may take photos and record videos of the training conduct as part of PhilHealth's in-house documentation and quality checking procedure which may be used for internal and external communication/publication on Learning and Development projects.
- v. The TP/SME shall be capable of planning, running and evaluating the training program through the most appropriate and effective learning modes/platform that is compliant with the data and information security policy of the Corporation. This includes the exchange of information, conduct of meetings and submission of documents such as certificates, TNA tools and training materials.

Prepared by:

Krystelle Pecson
KRYSTELLE MAE T. PECSON
EA II/ HR Unit

Reviewed by:

Judy P. Acabado
JUDY P. ACABADO
HRMO III/ Head, HR Unit

5/16/20X

Recommending Approval:

Shirley S. Victoria
SHIRLEY S. VICTORIA
Chief, Mgt. Services Division

Approved:

Alberto C. Manduriao
ALBERTO C. MANDURIAO
Regional Vice-President