



Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE
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REQUEST FOR QUOTATION

The **Bureau of Local Government Finance (BLGF)**, through its Bids and Awards Committee (BAC), will undertake an Alternative Method of Procurement through **Negotiated Procurement in accordance with Section 53.7 (Highly Technical Consultant)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

In this regard, please quote your most **responsive bids** for the item/s described under Annex "A", subject to the Terms and Conditions provided herein:

1. Accomplish this RFQ 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 disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

Please submit your quotation duly signed by you or your authorized representative on or before **March 7, 2022, until the closing of office hours at 5:00 pm, manually or via email to jv.almontejr@blgf.gov.ph and/or ir.ibardolaza@blgf.gov.ph.**

Moreover, this Bureau also require the submission of your latest **Professional License/Curriculum Vitae** and **PhilGEPS Registration Number**. A valid Certificate of PhilGEPS Registration (Platinum Membership).

Quotations and other requirements submitted after the closing time shall not be accepted.

For any clarification, you may contact us via e-mail at jv.almontejr@blgf.gov.ph and ir.ibardolaza@blgf.gov.ph.


MELCY M. BALUYAN
Chief Administrative Division

ANNEX "A"

Date : _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

Tax Identification Number (TIN) : _____

PhilGEPS Registration Number : _____

INSTRUCTIONS :

1. Accomplish this RFQ 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 disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

Item	Unit	Qty.	Description	Unit Price (Vat Inclusive)	Total Amount (VAT Inclusive)
		2	KNOWLEDGE MANAGEMENT PROVIDER (KMP) For the conduct of : Transformational Leadership and Management Training (TRANSFORM) (will focus on the Leadership competencies per TOR) Date of Training : March 15, 16, 17 & 18, 2022 (1st batch) March 22, 23, 24, & 25, 2022 (2nd batch) Venue : Region IV-A, Province of Rizal No. of participants: 35 pax per batch x 2 batches = 70 pax *nothing follows*		

<u>SCHEDULE OF REQUIREMENTS</u>	Bidder's Statement of Compliance
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each SCHEDULE.	
Delivery days must be within eight (8) calendar days upon receipt of the approved Purchase Order (PO)	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
Eight Hundred Thousand Pesos Only (Php800,000.00)	In words : _____
	In figures : _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

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 sixty (60) calendar days from the date of submission of quotation.
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 calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum 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 BLGF shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BLGF shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BLGF shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

TERMS OF REFERENCE

Training on Transformational Leadership and Management (TRANSFORM)

Request for Proposal : Knowledge Management Provider
 Duration : Four (4) day training, two (2) batches
 Title of Project/Assignment : Training Service of one (1) company to provide a program that covers the concepts of transformational leadership and the essential managerial competencies.

Component	Description
1. Background/Rationale	<p>The Department of Finance (DOF) through the Bureau of Local Government Finance aims to institute the highest degree of excellence, efficiency, skills, and technical competencies in the local treasury service. In line with this, the Standardized Examination and Assessment for Local Treasury Service (SEAL) Program is pursued as professional development and competency build-up mechanism for provincial, city, and municipal treasurers and assistant treasurers of the local government units</p> <p>To support the SEAL Program, the BLGF, with its thrust to capacitate and professionalize local treasurers, should also empower and capacitate its officials and staff, particularly those personnel occupying Salary Grade 18 to 22, who are considered supervisors and/or middle managers, perceived to be the next in line of succession to assume leadership positions in the organization and expected to raise the bar of excellent performance. These so-called supervisors are expected to lead and exercise influence among co-workers and manage their daily operations in their respective offices to carry out their mandate to meet the demands of the public and key stakeholders.</p> <p>Significantly, the evolving landscape in leading an organization requires a more strategic program in leadership and management. Thus, to achieve successful leaders in the organization, leadership abilities and management styles should not only be a skill but a mindset that should be agile, enabling everyone to respond to change, explicitly creating a positive impact on the whole organization through a transformative process of leadership.</p> <p>It is in this context, that the carefully selected participants touted as future leaders of the Bureau will have to enhance their leadership skills and help them reframe and transform the future of the Bureau, but more importantly, their respective units and divisions.</p> <p>Towards this end, the Bureau, through the Capacity Building Division (CBD), aims to conduct a four (4) day intensive training on leadership and management entitled: Transformational Leadership and Management Training or TRANSFORM.</p>
2. Objectives and Purpose of the Project/ Assignment	<p>After the training, the participants will be able to:</p> <ul style="list-style-type: none"> 2.1. Discuss the concept of transformational leadership, basic managerial skills and competencies, and its application/significance in one's self, in the workplace, and the local government units where they have jurisdiction; 2.2. Demonstrate how to apply the acquired knowledge in transformational leadership and management in their sphere of influence;

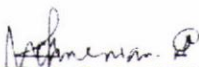
	<p>2.3. Equip the participants with the knowledge on best practices of a transformational leader that they can emulate, apply and utilize in the discharge of their functions and responsibilities; and</p> <p>2.4. Develop an action plan to reinforce their learnings and enhance their leadership and managerial skills and competencies.</p>
3. Content	<p>The program shall cover the concepts of transformational leadership and the essential managerial competencies that a supervisor or manager must possess and exhibit to hurdle the various challenges in their respective offices and jurisdiction over local government units. Since leadership and management have a broad spectrum, the topics and course content will emphasize Transformative Leadership and Management Styles.</p> <p>Specifically, it shall cover the following topics:</p> <ul style="list-style-type: none"> i. The concept and principles of Transformational Leadership; ii. The Four (4) Dimensions of Transformational Leadership; iii. The elements of a Leader and Transformational Leadership; iv. Seven (7) Highly Effective Traits of a Transformational Leader; v. Leadership Competencies (Thinking Strategically and Creatively, Building Effective Collaborative/Relationship Management, Leading Change through Shared Vision and Goals and Nurturing High Performing Organizations); vi. The concept and fundamental principles of Management; vii. The different Management Styles; viii. The Leader versus the Manager; ix. Synthesis of Learnings and Knowledge Acquisition through an Integrated and Responsive Action Plan, on Self-Actualization/Mastery of leadership and management qualities. <p>The topics mentioned above will be tackled during the lectures, discussions, workshops, and group dynamic activities.</p>
4. Expectations	<p>The participants are expected to have:</p> <ul style="list-style-type: none"> 4.1. Acquired further knowledge and broader understanding on the significance of leadership and managerial competencies that they must possess as supervisor, chief of division, and units of treasury and assessment operations service; 4.2. Learned the best practices of a great leader that they can apply or utilize in the discharge of their duties and functions; 4.3. Internalized the significance of Transformational Leader with a focus on Leading Change, Resolving Conflict in the Workplace and Building a Collaborative Working Relationship among co-workers and subordinates; and 4.4. Developed an Action Plan for implementation for themselves and in their area of influence to enhance their leadership and managerial skills and surfaced their inherent leadership skills and management abilities.

5. Participants	<ul style="list-style-type: none"> • 07-10 March 2022 (1st Batch) –Thirty Five (35) participants, from the BLGF Central and Regional Offices, particularly those occupying Salary Grade 18 to 22 shall be invited to attend this training course. • 15-18 March 2022 (2nd Batch) – Thirty Five (35) participants who are local treasurers. <p>Target participants will come from the BLGF Central and Regional Offices, occupying Salary Grade 18 to 22, priority are those newly hired and appointed personnel, have not attended any BLGF-sponsored training on leadership and management for the last three years, and recommended by his/her immediate supervisor, shall be invited to attend this training course..</p>
6. Date/Duration	<ul style="list-style-type: none"> • 07, 08, 09 and 10 March 2022 (1st Batch) • 15, 16, 17, and 18 March 2022 (2nd Batch) <p>Four (4) days, 08:00 AM to 05:00 PM (eight-hour per day session)/ inclusive of travel time</p>
7. Cost of Training Fee/Source of Fund	Php 475,000.00 (2 batches) from BLGF General Fund/CBD PPMP
8. Methodology	<p>The Knowledge Management Provider (KMP) shall employ an intensive, application-oriented, and adult-learning experience, where a participative approach shall be utilized with workshops and exercises to reinforce theories into the application.</p> <p>Considering the current global health crises due to the Covid-19 pandemic, where guided mobility and observance of health and safety protocols should be followed, the training shall be conducted in a Bubble-type where participants, BLGF officials, CBD staff as well as the KMP provider shall be confined/housed in one venue/hotel, for the duration of the whole training program.</p>
9. Tasks/Specific Outputs/Deliverables	<p>From the Knowledge Management Provider (KMP).</p> <p>As part of the qualification process, the KMP shall submit to the BLGF thru email and hard copy the following:</p> <ul style="list-style-type: none"> 9.1. Quotation with attached Training Proposal including design and course outline aligned at the minimum, with the content requirements of the BLGF under the Terms of Reference (TOR) for KMP and 4-day Program of Activities; 9.2. PhilGeps accreditation (if private provider); 9.3. Profile of trainer/s and facilitators: <ul style="list-style-type: none"> • Qualifications (present and past positions held, education, work experience, trainings conducted & attended, and professional affiliations); • Proven track record of professional experiences in the design, development, and delivery of capacity development programs in leadership and management. 9.4. Profile of the company: <ul style="list-style-type: none"> • Brief background, the field of expertise, list of clients (private and government clients), and programs designed/conducted (sample copy is necessary).


	<ul style="list-style-type: none"> • Proven experience in designing, developing, and delivering capacity-building programs (sample copy is necessary or Certification from the previous client is acceptable). <p>9.5. Provision of at least two (2) trainers/SMEs and one support staff;</p> <p>9.6. The Knowledge Management Provider (KMP) shall facilitate and run the training program and utilize their equipment/s such as laptops and projectors during the actual date of training, submit training design for the said training course, provide course materials and training kits to the participants;</p> <p>9.7. Within ten (10) days after the conduct of training, submit Terminal Report (Post Activity Report) with the attached Executive Summary of the Training, Synthesis of the Participants' Learnings, result of the Program Evaluation Report, accomplished by the participants, course materials and presentation materials, workshop outputs, Action Plans including photo-documentation in soft and hard copies.</p> <p>From the BLGF</p> <p>9.8. Preparation of Certificate of Training and Attendance;</p> <p>9.9. Provision of two (2) training staff from the Capacity Building Division (CBD) responsible for the logistical support and administrative coordination including preparation of name tags, attendance sheet, coordination work on the venue, provision of transportation service to and from the venue for participants and BLGF officials and provide overall supervision for the smooth conduct of the training.</p>
10. Compliance to RA 9184 and other applicable laws and regulations	<p>All bidders for the Knowledge Management Provider (KMP) shall be required to undergo the procurement process under Republic Act No. 9184. Likewise, the bid requirements shall be posted on the Philgeps and BLGF websites for transparency and accountability compliance.</p> <p>Further, the provisions on data privacy shall be indicated in the award of contract and compliance to the gender and development policy and quality policy of the BLGF.</p>
11. BLGF Quality Policy and Copyrights	<p>The Knowledge Management Provider (KMP) and BLGF shall ensure that the Training Course that shall be developed and conducted including its program/activity design, and course materials as output must be aligned with the BLGF Quality Policy.</p> <p>The KMP should act with the highest standards of professionalism, integrity, and honesty while the training course is ongoing and protect the anonymity and confidentiality of information/s acquired during the development and implementation of the training/course design and course materials in compliance with the Data Privacy Act of 2012.</p> <p>Further, the KMP shall be allowed to use materials and documents and access information exclusively for the tasks provided in the TOR. The copyright of the training design and course materials developed and implemented shall become the exclusive property of the BLGF.</p>

Nothing Follows


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