



Republic of the Philippines
Office of the President

PHILIPPINE SPORTS COMMISSION



REQUEST FOR QUOTATION

Date: February 25, 2025
P.R. No. ADMIN-2025-02-21-002

Name of Company: _____

Address: _____

Name of Store/ Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The **Philippine Sports Commission**, through its Bids and Awards Committee, intends to procure the **“Service Provider for the Conduct of 2025 Strategic Planning Workshop of the Philippine Sports Commission (PSC)”** accordance with **Section 53.9 Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than February 28, 2025 at 10:00 AM.** A copy of the following documents is required to be submitted, directly to the Bids and Awards Committee Office located at Room 207, Administration Building, RMSC, P. Ocampo Sr. St., Malate Manila:

- A. PHILGEPS Registration or PHILGEPS Certificate
- B. Omnibus Sworn Statement (notarized)
- C. 2025 Mayor's/Business Permit

Quotations must be properly labeled with reference number on the project offered. In case the deadline falls on a non-working day, legal holiday, or special non-working holiday the deadline shall be on the next working day.

For any clarification, you may contact us at Telephone No. 8 523-9831 loc.143 or email address pscprocurement@yahoo.com, procurement@psc.gov.ph and copy bac@psc.gov.ph


DIR. PAULO FRANCISCO C. TATAD
BAC Chairperson
Bids and Awards Committee

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.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS:	Statement of Compliance		
	YES	NO	REMARKS
PROJECT NAME: Service Provider for the Conduct of 2025 Strategic Planning Workshop of the Philippine Sports Commission (PSC)			
Item 1			
Conduct of 2025 Strategic Planning Workshop of the Philippine Sports Commission (PSC), 2.5-day - March 05-07, 2025 – 1 lot			
Scope of work:			
The Service Provider shall:			
1. Pre-Planning & Preparation >Understand the organization’s mission, vision, and current challenges. >Define the scope, objectives, and desired outcomes of the strategic planning process. >Gather and analyze relevant data, including market trends, competitor insights, and internal performance metrics. >Identify key stakeholders and coordinate logistics for planning sessions.			
2. Design the program/course/modules/detailed activity plan for the conduct of Strategic Planning Workshop;			
3. Identify, analyze and validate the learning and development needs of the PSC in relation to the specific program/course to be conducted under this Agreement;			
4. Propose a customized design that will specifically address the PSC’s learning and development needs in the form of a Program/Course Brief consisting of the Performance Objectives, Enabling Objectives, Target Participants and Course Content. As may be required, the provider shall provide a copy of the detailed Design Matrix. The Design Matrix shall consist of Module Objectives, Module Title, Module Outputs, Module Topics, Learning Methodologies and Resource Requirements;			
5. Conduct the planning workshop on the following topics with engaging lectures, activities, and exercises, subject to further modification, as needed, based on the discussions of the needs of the PSC:			
Day 1: Revisiting the PSC’s Journey and Setting Strategic Priorities			

Day 2: Defining Future Goals and Streamlining Processes			
Day 3: Finalizing Commitments and Planning Implementation			
Other requirements:			
>Accommodate up to a maximum of Participants per day from the PSC provided that the list and profile of said participants are submitted three (3) working days prior to the conduct of the workshop;			
a. Day 1 and Day 2 – Forty-Five (45) pax			
b. Day 3 – Fifty-One (51) pax			
The prospective Service Provider should possess the following:			
1. Knowledge and experience in CSC's PRIME-HRM is an advantage to build a competent, ethical, and performance-driven public service, leading to improved governance and service delivery			
2. Staffs with educational background or area of specialization on the workshop conducted;			
3. Expertise in English, project management, and planning and executing programs;			
4. Excellent facilitation, program/activity management, and oral communication skills;			
5. Experienced service provider for training/workshop involving in strategic management, project management, planning and execution management and development. and			
6. Has substantial and reputable existing clients (to provide proofs of certificate of satisfactory customer/client rating)			
nothing follows			
Delivery Requirement:			
Workshop duration from March 5-7, 2025			

FINANCIAL OFFER:

Please quote your **best offer** for the items below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Service Provider for the Conduct of 2025 Strategic Planning Workshop of the Philippine Sports Commission (PSC)			
Approved Budget for Contract	Quantity in Set (A)	Offered Price per Set (B)	Your Total Offered Quotation (A x B)
Item 1 Conduct of 2025 Strategic Planning Workshop of the Philippine Sports Commission (PSC), 2.5-day – March 5-7, 2025 Three Hundred Eighty Thousand Pesos (PhP 380,000.00)	1 lot		In Figures: _____

Grand Total: Three Hundred Eighty Thousand Pesos (PhP 380,000.00)	Total Offered Quotation	In Words: _____ _____ _____ In Figures: _____
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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 the 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 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 initiated 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 PSC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 9) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSC 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 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.
- 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 PSC 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/Fax/Mobile Nos.

E-Mail Address/es