



REQUEST FOR QUOTATION

Date: 13 July 2023
RFQ No.: 100-23-03-612

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
TIN: _____
PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Learning Services Provider for the Conduct of Basic Occupational Safety and Health Training - PCDRRMO** with an Approved Budget for the Contract (ABC) of **Php 595,840.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Learning service provider for the Conduct of Basic Occupational Safety and Health Training, - Training service for the conduct of (BOSH) Basic Occupational Safety and Health Training for Safety Officer 2 and Safety Officer 3 (inclusive: Safety Officer ID, Certificate Protector, Vest, Modules, Training Kit with pen and notebook, Digital & Physical copy of Certification) - Safety Officer 2: (5,040 x 56 Participants = 282,240.00) Safety Officer 3: (5,600 x 56 Participants = 313,600.00) Total of: 595,840.00 - attached hereto is the terms of reference of Basic Occupational Safety and Health Training		1	service	595,840.00	595,840.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	595,840.00		



DELIVERY TERM: Please refer to the Terms of Reference.

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPs website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPs Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
 - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].


If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.




Conforme:

Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

 (02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *
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TERMS OF REFERENCE

Procurement of a Learning Service Provider for the conduct of Basic Occupational Safety and Health Training (BOSH) for Safety Officer 2 and Basic Occupational Safety and Health Training (BOSH) for Safety Officer 3

I. Project Title

Procurement of a Learning Service Provider for the conduct of Basic Occupational Safety and Health Training (BOSH) for Safety Officer 2 and Basic Occupational Safety and Health Training (BOSH) for Safety Officer 3

II. Background

The Basic Occupational Safety and Health for Safety Officer is a mandatory training course in pursuance with Republic Act No. 11058 and DOLE Department Order 198 series of 2018. It is designated to impart knowledge and skills on basic concepts and principles of occupational safety and health to enable safety officers to implement their respective company's safety and health program. It aims to equip agencies to develop effective and safety and prevention programs, including the development of potential health and safety standards in their respective workplaces.

BOSH training is well-developed module customized for any workplaces to enable concerned personnel(s) identify hazards, evaluate and correct them, so none of these unsafe conditions or unsafe acts turn into life threatening situations that curb an organization's productive output. Losses can be prevented thru Safety and Health Management System.

Training for Safety Officer 2 (SO2), the participants need to complete the BOSH 5 Days (40 Hours) Training and for Safety Officer 3 (SO3) the participants need to complete the 4 Days (40 Hours) Loss Control Management and 1 Day (8 Hours) Hazard Identification Risk Assessment and Control Training or HIRAC on Basic Occupational Safety and Health.

III. Objectives

At the end of the training, the participants will be able to:

1. Develop a better understanding on BOSH standard process;
2. Acquire knowledge and skills to identify all possible risk in actual work environment
3. Gain knowledge and skills in evaluating risks their workplace and correct them.

IV. Scope of Work and Deliverables

5 DAYS BASIC OCCUPATIONAL SAFETY and HEALTH (BOSH) TRAINING (Safety Officer 2 and Safety Officer 3)			
Particular	Brief Description	No. of Participants	Estimated Unit Cost
PROCUREMENT OF A LEARNING SERVICE PROVIDER FOR THE CONDUCT OF BASIC OCCUPATIONAL SAFETY and HEALTH TRAINING for SAFETY OFFICER 2	Registration Fee, Safety Officer ID, Certificate Protector, Vest, Modules, Training Kit with pen and notebook, Digital & Physical copy of Certification (BOSH Safety Officer 2)	56	Php 5,040.00 (Php 282,240.00)



PROCUREMENT OF A LEARNING SERVICE PROVIDER FOR THE CONDUCT OF BASIC OCCUPATIONAL SAFETY and HEALTH TRAINING for SAFETY OFFICER 3	Registration Fee, Safety Officer ID, Certificate Protector, Vest, Modules, Training Kit with pen and notebook, Digital & Physical copy of Certification (BOSH Safety Officer 3)	56	Php 5,600.00 (Php 313,600.00)
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PROPOSED VEST:

<ul style="list-style-type: none"> • Product: Reflective Vest • Material: Polyester fiber • Fabric Classification: Polyester Viscose • Color: Navy Blue • Size: S, M, L, XL, XXL, XXXL • Feature: Breathable • Crowd: Men and Women • Thickness: Conventional • Multi-functional pocket design. • Has a front pocket and zipper and Velcro flap for easy access 	
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The Learning Service Provider shall cover the following:

- Prepare a Course Design setting-out the course learning outcomes, strategy and course schedule;
- Provide the materials such as modules or manuals and vest;
- Incorporate creative and engaging activities such as action planning, small group presentations and plenary discussions;
- Administer Post-program evaluation to participants;
- Issue the Certificates to qualified participants who passed and completed the training course;
- Any changes / adjustment in training schedules, the Training Division and the Training provider, will coordinate and meet halfway for the finality of the re-scheduling dates of the said Training.

On the other hand, the City Government of Pasig, through the Disaster Risk Reduction and Management Office – Training Division, shall ensure the following:

- Provision of venue adhering to the requirements of Department of Labor and Employment;
- Monitoring of the implementation of activities included in the work plan;
- Review and final approval of deliverables.

V. Contract Duration

The project duration is for four (4) weeks and will commence upon receipt of the Notice to Proceed.



Activities	Implementation			
	Week 1	Week 2	Week 3	Week 4
Safety Officer 2 (1 st Batch)	July 31 – August 4, 2023			
Safety Officer 2 (2 nd Batch)		August 07 - 11, 2023		
Safety Officer 3 (1 st Batch)			August 21 - 25, 2023	
Safety Officer 3 (2 nd Batch)				August 28 – September 01, 2023

VI. Methodology

The technical proposals shall be evaluated first using the criteria below. The minimum technical passing score is **seventy-five (75) points**.

EVALUATION CRITERIA	CRITERIA	NAME OF LEARNING SERVICE PROVIDER
APPLICABLE EXPERIENCE		
Years of experience in providing Training Services, Management and / or Coaching and Mentoring	3 years or more = 3 2 to 2 ½ years = 2 1 to 1 ½ years = 1 less than 1 year = 0	
Number of Institutions engaged with in similar or related programs	more than 500 = 3 300 - 500 = 2 100 - 299 = 1 less than 100 = 0	
Number of Public / Government Institutions engaged as clients of similar programs	more than 5 = 3 within 3 - 5 = 2 within 1 - 2 = 1 less than 1 = 0	
RATE ON APPLICABLE EXPERIENCE (40 %):	9 / 9 = 100 %	
QUALITY OF PERSONNEL		
Qualification of the Lecturer / Speaker	DOLE Consultant = 3 Occupational Safety and Health Practitioner = 2 Non- Occupational Safety and Health Practitioner = 0	
Years of Work experience of Consultant, Lecturer, Facilitator in delivering training programs of similar nature to Public and/or Private Sector Organizations	more than 10 years = 3 10 years = 2 within 1 - 4 years = 1 less than 1 year	



RATE ON QUALITY OF PERSONNEL (40 %):	6 / 6 = 100 %	
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PLAN OF APPROACH AND METHODOLOGY		
Work Plan	Based on: DOLE Standards and Guidelines - 2 Non- DOLE Standards and Guidelines - 0	
Approach and Methodology (Training Design & Content)	Based on: DOLE Course Outline = 2 Other references = 1	
RATE ON PLAN OF APPROACH AND METHODOLOGY (20 %):	4 / 4 = 100 %	
SUMMARY:		
APPLICABLE EXPERIENCE	Rating x 0.40 =	
QUALITY OF PERSONNEL	Rating x 0.40 =	
PLAN OF APPROACH AND METHODOLOGY	Rating x 0.20 =	
FACTOR VALUE		
PASSING RATE: 75		

VII. Approved Budget for the Proposal

The Approved Budget for the Contract is Five Hundred Ninety-Five Thousand Eight Hundred Forty Pesos (Php 595,840.00) to be charged on the 70% of the City DRRM Fund, in AIP CY-2023 (AIP Reference Code#9000-000-2-3-16-002-005-009).

Prepared by:

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