



REQUEST FOR QUOTATION

Date: 04 August 2023
RFQ No.: 100-23-06-1350

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 Service for the Conduct of Emergency Telecommunicators (ETC) – Pasig City Disaster Risk Reduction and Management Office** with an Approved Budget for the Contract (ABC) of **Php 490,000.00**, 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 for the conduct of Emergency Telecommunicators (ETC), - Learning service for the conduct of Emergency Telecommunicators (ETC) Breakdown: (14,000 x 35 Participants = 490,000.00) (Inclusive: ETC E-Book, ETC Certification valid for 2 years) - attached hereto is the terms of reference of Emergency Telecommunicators (ETC) Certification Course		1	service	490,000.00	490,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total		490,000.00		
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**.


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

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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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

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TERMS OF REFERENCE

I. PROCUREMENT TITLE

PROCUREMENT OF A LEARNING SERVICE PROVIDER FOR THE CONDUCT OF EMERGENCY TELECOMMUNICATOR (ETC) CERTIFICATION COURSE

II. BACKGROUND OF THE PROJECT

EMERGENCY TELECOMMUNICATOR (ETC) Certification Course is a 40-hour program produced by the International Academies of Emergency Dispatch or IAED and is designed to train employees unfamiliar with emergency communication centers, emergency telecommunication technology, interpersonal communication, legal issues and job stress factors.

Pasig DRRMO as mandated by law under RA 10121 is the main line of defense of the City when it comes to disaster management and response. In order to ensure up to date knowledge on various system operations, Pasig City DRRMO will conduct Standard Basic Training in Emergency TeleCommunicator.

III. OBJECTIVES

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

1. Develop a better understanding on Emergency TeleCommunications Technologies;
2. Perform Call Management and determine Call Classification (Police, Fire and Medical);
3. Acquire knowledge on Roles and Responsibilities of Emergency TeleCommunicator

IV. SCOPE OF WORKS AND DELIVERABLES

Lot	Particular	Inclusive of	Estimated Unit Cost	Estimated Cost
1	Procurement of a Learning Service Provider for the conduct of Emergency TeleCommunicator Certification Course	<ul style="list-style-type: none">• ETC Book• ETC Certification valid for 2 years	Php 14,000.00 (35 Participants)	Php490,000.00 For November 06 to 10, 2023

The Learning Service Provider shall cover the following:

- Prepare a Course Design setting-out the course learning outcomes, strategy;
- Provide the materials such as ETC Book;
- 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 training venue;
- 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 Five (5) Days and will commence upon receipt of the Notice to Proceed

PARTICULAR	DA 1 to 5
<ul style="list-style-type: none"> Chapter 1 - Roles and Responsibilities of the ETC Chapter 2 - Emergency Telecommunications Technologies Chapter 3 - Telecommunications Essentials 	DAY 1
<ul style="list-style-type: none"> Chapter 4 - Call Management Chapter 5 - Law Enforcement/Police Classification Chapter 6 - Fire/Rescue Call Classification 	DAY 2
<ul style="list-style-type: none"> Chapter 7 - Medical Call Classification Chapter 8 - Disaster Preparedness and Readiness for ETCs Chapter 9 - Radios and radio Broadcast Procedures 	DAY 3
<ul style="list-style-type: none"> Chapter 10 - Legal Aspects of Public Safety Communication Chapter 11- Quality Assurance and Quality Improvement Chapter 12 - Dispatch Stress 	DAY 4
<ul style="list-style-type: none"> ETC REVIEW / EXAM Closing Remarks / Graduation 	DAY 5

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 of Emergency TeleCommunicator Certification Course	5 years or more = 3 3 - 4 years = 2 1 - 2 years = 1 less than 1 year = 0	
Number of Institutions engaged in providing Training Services of Emergency TeleCommunicator Certification Course	20 or more = 3 10 - 19 = 2 1 - 9 = 1 less than 1 = 0	
Number of Public / Government Institutions engaged as clients on Emergency TeleCommunicator Certification Course	10 or more = 3 5 to 9 = 2 1 - 4 = 1 less than 1 = 0	
RATE ON APPLICABLE EXPERIENCE (40 %):	9 / 9 = 100 %	



EVALUATION CRITERIA	CRITERIA	RATINGS
QUALITY OF PERSONNEL		
RESOURCE SPEAKER / LECTURER: Years in Service in delivering training programs on Emergency TeleCommunicator Certification Course	10 years or more = 3 5 - 9 years = 2 1 - 4 years = 1 less than 1 year = 0	
ASSISTING FACILITATOR / ASSISTING INSTRUCTORS: Years of Work experience of as Facilitator in delivering training programs Emergency TeleCommunicator Certification Course	10 years or more = 3 5 - 9 years = 2 1 - 4 years = 1 less than 1 year = 0	
RATE ON QUALITY OF PERSONNEL (40 %):	6 / 6 = 100 %	
PLAN OF APPROACH AND METHODOLOGY		
Work Plan	Based on: IAED Standards and Guidelines = 2 Non-IAED Standards and Guidelines = 0	
Approach and Methodology (Training Design & Content)	Based on: IAED Course Outline = 2 Other references = 0	
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 Four Hundred Ninety Thousand Philippine Pesos (Php490,000.00) to be charged on the 70% of the City DRRM Fund, in AIP CY-2023 (AIP Reference Code#9000-000-2-3-16-002-005-007).

Prepared by

RAMON CARLOS Z. CAYUBE, RN, EMT
PCDRMO Training Division Chief
#0928-2912053

