



REQUEST FOR PROPOSAL

Date: 09 September 2023

RFQ No.: R1 100-23-03-540

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 Provider for the Conduct of Emergency Medical Technician with Basic Life Support Training - Pasig City Disaster Risk Reduction and Management Office** with an Approved Budget for the Contract of **Php 943,937.60**, 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 the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	QTY	UOM	Approved Budget		Price Offer	
				Unit Cost	Total Cost	Unit cost	Total Cost
1	Learning service provider for the conduct of Emergency Medical Technician with Basic Life Support - Learning service for the conduct of EMT with Basic Life Support (EMT-B) Training for Twenty (20) Pasig City DRRMO Personnel (inclusive: Training Modules and Manuals, Certification, Polo Batch shirt with Customized tactical pants; Food (AM Snack, Lunch & PM Snack) and PSEMT Initial Registration. (47,196.88 per Participants x 20 Participants = 943,937.60) attached hereto is the terms of reference of Emergency Medical Response Training	1	service	943,937.60	943,937.60		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		943,937.60			
DELIVERY TERM: Please refer to the Terms of Reference.							



TERMS OF REFERENCE

A. PROCUREMENT TITLE

PROCUREMENT OF A LEARNING SERVICE PROVIDER FOR THE CONDUCT OF EMERGENCY MEDICAL TECHNICIAN WITH BASIC LIFE SUPPORT (EMT-B) TRAINING FOR TWENTY (20) PASIG CITY DRRMO PERSONNEL

B. BACKGROUND

Pasig City DRRMO has nurses and college graduates that are tasked as responders in emergency response. Emergency Medical Technician (EMT) is a training course that provides in-depth knowledge and skills to care for sick and injured people who need emergency medical treatment. This is a high-stakes certification course that requires professionals to act quickly and accurately, thinking on their feet as care for patients in chaotic situations. EMT-B Training is also one of the requirements of DOH Accreditation for Advance Cardiac Life Support Ambulances.

C. OBJECTIVES

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

- Describe the essential elements for the safe and efficient response to the scene of a medical emergency.
- Perform a thorough EMS patient assessment for signs and symptoms of illnesses and injuries.
- Provide prompt and efficient basic emergency care to the sick and injured.
- Safely handle and prepare the patient for transportation.
- Apply fundamental knowledge of the EMS system, safety and well-being of the EMT, Medical, Legal, and Ethical issues to the provision of emergency care.

D. SCOPE OF WORK and DELIVERABLES

ITEM	PARTICULAR	BRIEF DESCRIPTION	AMOUNT
1	Procurement of a Learning Service Provider for the conduct of Emergency Medical Technician with Basic Life Support (EMT-B) Training for Twenty (20) Pasig City DRRMO Personnel	Inclusions of Training Modules and Manuals; Certification; Batch Shirt with Customized Tactical Pants; Food (AM Snack, Lunch & PM Snack) and PSEMT Initial Registration.	<p>= Php943,937.60 Php 47,196.88 / Pax (Total of 20 participants)</p> <p><u>Batch 147 : 10 Pax</u> (Sept. 18-Nov.03, 2023)</p> <p><u>Batch 148 : 10 Pax</u> (Nov. 20, 2023 – Jan. 5, 2024)</p>

The Learning Service Provider shall cover the following:


- Prepare a Course Design setting-out the course learning outcomes, strategy and course schedule;
- Incorporate creative and engaging activities such as action planning, small group presentations and plenary discussions;
- The training provider will provide the training venue and equipment;
- The training provider will provide the training materials such as modules, manuals, food, shirt, tactical pants and EMT Registration;
- 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.



Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila

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Continuation:

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

- Monitoring of the implementation of activities included in the work plan;
- Review and final approval of deliverables.

E. CONTRACT DURATION

The project duration is 7 Weeks or 280 Hours and will commence upon receipt of the Notice to Proceed.

BATCHES	DATE COVERED OF IMPLEMENTATION	
BATCH 147	Sept. 18-Nov.03, 2023	
BATCH 148	-	Nov. 20, 2023 – Jan. 5, 2024

F. 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	RATE
APPLICABLE EXPERIENCE		
Years of experience in providing training services on Emergency Medical Technician	20 years or more = 3 10 – 19 years = 2 1 - 9 = 1 less than 1 year = 0	
Number of Private Institutions engaged in providing training services on Emergency Medical Technician	20 or more = 3 10 – 19 = 2 1 - 9 = 1 less than 1 = 0	
Number of Public / Government Institutions engaged as clients in providing training services on Emergency Medical Technician	10 or more = 3 5 to 9 = 2 1 - 4 = 1 less than 1 = 0	
RATE ON APPLICABLE EXPERIENCE (40 %):	9 / 9 = 100 %	
QUALITY OF PERSONNEL		
Qualification of the as Lecturer or Instructor in delivering training programs on Emergency Medical Technician	Paramedic – 3 Emergency Room Doctor – 2 Nurse / EMT – 1 Non – Medical Instructor – 0	
Years of Work experience as Lecturer or Instructor in delivering training programs on Emergency Medical Technician	20 years or more = 3 10 - 19 years = 2 1 - 9 years = 1 less than 1 year = 0	
RATE ON QUALITY OF PERSONNEL (40 %):	6 / 6 = 100 %	

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PLAN OF APPROACH AND METHODOLOGY		
EVALUATION CRITERIA	CRITERIA	RATE
Work Plan	Based on: International Liaison Committee on Resuscitation = 3 Resuscitation Council of Southern Africa = 2 Resuscitation Council of Asia = 1 None on the above-mentioned = 0	
Approach and Methodology (Training Design & Content)	Based on: Philippine Society of Emergency Medical Technician = 3 Australian Registry of Emergency Medical Technician = 2 National Association of Emergency Medical Technician = 1 None on the above-mentioned = 0	
RATE ON PLAN OF APPROACH AND METHODOLOGY (20 %):	6 / 6 = 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		

G. APPROVED BUDGET FOR THE PROPOSAL

The approved budget for the contract for this engagement is NINE HUNDRED FORTY-THREE THOUSAND and NINE HUNDRED THIRTY SEVEN in PHILIPPINE PESO and SIXTY CENTAVOS (Php 943,937.60) from the 70% of the LDRRM Fund, Included in the 2023 AIP with Reference No. 9000-000-2-3-16-002-005-005.

Prepared by

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PCDRMO Training Division Chief
#0928-2912053



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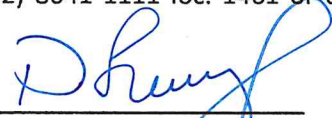
Submit this Proposal (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **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. **(for consulting firm)**
- **BIR Certificate of Registration (for individual consultant)**
- **Professional License/Curriculum Vitae**
- **Company Profile or any proof of compliance to the Applicable Experience requirement**
- **Work Plan Proposal**
- **Training Design and Content Proposal**
- **PhilGEPS Registration Number**
- **Income/Business Tax Return** - (i) Annual ITR for the immediately preceding year; or (ii) latest submitted Quarterly ITRs together with latest available Annual ITR (If Annual ITR for the immediately preceding year is not yet available)
- 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.

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.

For any clarification, you may contact us at telephone no. (02) 8641-1111 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)

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