



Republic of the Philippines  
 Department of Agriculture  
**Philippine Center for Postharvest Development and Mechanization**  
 Science City of Muñoz, Nueva Ecija, Philippines  
 Telephone Nos. 09178004526 (Globe); 0917813082 (Globe) loc. 144/142/143/144  
 Email add.: [amp@philmech.gov.ph](mailto:amp@philmech.gov.ph)

**REQUEST FOR QUOTATION**

RFQ No.: 24-05-528  
 PR No. : 24-05-E-295

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than May 20, 2024.

The Philippine Center for Postharvest Development and Mechanization (PHilMech) reserves the right to reject any or all bids/quotations, to refuse to make an award for any item/s due to budget limitation, procurement regulations, or other similar valid causes and to waive any formality not affecting the substance of the bid as the interest of the government may require. It further assumes no responsibility whatsoever to compensate or indemnify suppliers for any expense/s incurred in the preparation of their quotation/s.

\_\_\_\_\_  
 Buyer/Canvasser

*RICHELLE ANN L. MOROTA*  
 Authorized Official

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION		UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model		
1	30	pax	<b>CONDUCT OF IN-HOUSE LEADERSHIP TRAINING PROGRAM ON MAY 29-30, 2024</b> <b>Topics:</b> Organizational Leadership Fundamentals of Leadership Achieving Organization Goals Influence in Leadership Communication in Leadership Coaching and Mentoring Synergy in the Workplace Introduction to Conflict Management  <i>*See attached specification</i>			

Delivery Period : \_\_\_\_\_  
 Price validity : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Terms of Payment : \_\_\_\_\_



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## REQUEST FOR QUOTATION

### General Conditions

1. The Approved Budget for the Contract (ABC) is 315,000.00.
2. Specifications herein provided are the minimum requirements of the PHilMech. Hence a supplier must not offer lower specifications than required.
3. Supplemental information shall be indicated/attached in the price quotation to reflect the complete specifications e.g., brand name, model, pictures/brochures of the offer.
4. Quotation must be inclusive of all costs and applicable government taxes, including delivery charges.
5. Award of the contract shall be made to the lowest complying/responsive bid/offer.
6. Price validity shall be forty five (45) calendar days from the deadline of submission of quotation.
7. For those with ABCs above Fifty Thousand Pesos (PhP50,000.00), suppliers shall submit copies of the following documents in support of their quotation, to wit:

- |                                     |      |  |
|-------------------------------------|------|--|
| <input checked="" type="checkbox"/> | 7.1  | Current Mayor's/Business Permit                              |
| <input type="checkbox"/>            | 7.2  | DTI/SEC Certificate of Registration                          |
| <input checked="" type="checkbox"/> | 7.3  | BIR Certificate of Registration                              |
| <input type="checkbox"/>            | 7.4  | PhilGEPS Registration Certificate (Platinum) all pages       |
| <input type="checkbox"/>            | 7.5  | Omnibus Sworn Statement                                      |
| <input type="checkbox"/>            | 7.6  | Income/Business Tax Return                                   |
| <input type="checkbox"/>            | 7.7  | Professional License/Curriculum Vitae (Consulting Services)  |
| <input type="checkbox"/>            | 7.8  | PCAB License (Infra.)  |
| <input type="checkbox"/>            | 7.9  | Net Financial Contracting Capacity (NFCC)                    |
| <input type="checkbox"/>            | 7.10 | Documents required as stated in the Technical Specifications |
| <input type="checkbox"/>            | 7.11 | Others   |

8. Supplier shall be responsible for the source/s of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or PO. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
9. Payment shall be made only upon completion and acceptance by the PHilMech.
10. Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.
11. Delivery period shall be indicated in the quotation. A penalty of 1/10 of one percent for every day of delay shall be charged as liquidated damages on the undelivered items/services.
12. Payment shall be made upon inspection and acceptance of delivery subject to prior submission of sales invoice/delivery receipt and other requirements as maybe necessary
13. In conformity with the Direct Payment Scheme via bank debit system, please credit/deposit payment to:

Name of Bank: \_\_\_\_\_  
Bank Branch: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Account No.: \_\_\_\_\_

After having carefully read and accepted the General Conditions attached to the Request for Quotation, I/We quote you on the item/s at prices indicated above.

\_\_\_\_\_  
Printed name and signature of Authorized Representative

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

TIN: \_\_\_\_\_

Contact No/s: \_\_\_\_\_

Email Address: \_\_\_\_\_

## TECHNICAL SPECIFICATIONS

**PROJECT TITLE:** In-House Operational Leadership Training

**TOTAL BUDGET:** 315,000.00

**Schedule and Date of Delivery:** May 29-30, 2024

**Place of Delivery:** PHilMech, CLSU Compound, Science City of Muñoz, Nueva Ecija

**Brief discussion why the services to be procured are necessary**

One of the trainings programmed for CY 2024 is the conduct of a Leadership Training. This is in cognizant of the need to capacitate senior personnel handling supervisory positions, particularly those assigned in field operations, conduct of leadership training is highly essential. The training aims to equip managers/leaders with the know-how and ability to drive the performance of workforce in line with the PHilMech's goals and inspire them to achieve results aligned with the best interests of the stakeholders.

### Scope of the Project

#### Program Objectives

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

- Their duties and responsibilities as operational leaders in the organization
- The difference between leadership and management
- Various leadership styles and functions
- The fundamentals of communication, including types and barriers
- The importance of perception management and steps to change perception
- The principles of influence and how to apply them in their work
- The benefits of synergy in the workplace and how to leverage its potential
- The foundations of performance management and its tools
- The concept of coaching and mentoring, including goal-setting, benchmarking, continuous improvement and other techniques
- Fundamental tools for problem solving

### Methodology

The program will use blended learning method such as:

- Lectures/Discussion
- Multimedia Presentation
- Structured Learning Exercises

### Target Participants

- Management Committee Members
- Project Leaders
- Cluster Heads
- Senior Staff

### Training Provider's Responsibilities

1. Design a customized training program and implements its conduct in collaboration with the agency's training management team.
2. Provide training manuals and hand-outs to each participant.
3. Provide training materials, such as but not limited to:
  - Resource speaker's laptop
  - Participants' IDs or nametags
  - Certificate of Completion

-Prizes (if applicable)

4. Provide copies of the Resource Speaker/s resume or curriculum vitae which should reflect the ff:

-Experiences in conducting similar trainings/seminars

-List of companies or organizations he/she has conducted the same or similar trainings.

**Manpower Requirements**

Resource Person/s with at least one (1) training assistant

**Support Service Requirements**

-Provide the training management team copy of presentation and/or supplementary reading materials on the topic/s discussed that may be given to the participants after the conduct of the training.

**Topics**

Organizational Leadership  
Fundamentals of Leadership  
Achieving Organization Goals  
Influence in Leadership  
Communication in Leadership  
Coaching and Mentoring  
Synergy in the Workplace  
Introduction to Conflict Management


**Terms of Payment**

Upon completion of the training program and delivery of all responsibilities.

Prepared by:

  
**JOYCE LAUREN L. LAVAPIE**  
Administrative Assistant V

Concurred by:

  
**LOVELLE D. RAMOS**  
Acting Chief, HRMS