



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Procurement of Professional Services for the conduct of Business Analysis Training for UCDMS Personnel** which shall be undertaken in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the Contract (ABC) in the amount of **260,000.00** *Two Hundred Sixty Thousand Pesos*

Please quote your **best offer** for the **item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than** 11 2 SEP 2022 at 11:00am through email at bac-secretariat@psa.gov.ph

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at gsdprocurement.psa@gmail.com

M. Esquivias
MINERVA ELOISA P. ESQUIVIAS
 Chairperson, Bids and Awards Committee

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 Philippine peso, shall include all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- 6 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 7 In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
- 11 Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA 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.

Documents to be submitted	Deadline	Remarks
Copy of the 2022 Mayor's/Business Permit or valid PhilGEPS Registration	Not later than <u>11 2 SEP 2022</u> at <u>11:00am</u> together with the quotation	In case not yet available, you may submit your expired Mayor's/Permit with Official Receipt of renewal application. However, a copy of your 2022 Mayor's/Business Permit shall be required to be submitted after award of contract but before payment .
Omnibus Sworn Statement (OSS)	together with the quotation	Unnotarized OSS may be submitted. However, a copy of your notarized OSS shall be required to be submitted after award of contract but before payment .



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RECEIVED
GSD Procurement

Name: MC
 Date: 9/6/22
 Time: 4:27pm

REQUEST FOR QUOTATION
PR No. 22-09-1466

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

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Procurement of Professional Services for the conduct of Business Analysis Training for UCDMS Personnel	lot	1				
Training Proper Date: 13 - 15 September 2022						
Location: Training Room, Eton Centris Cyberpod Five, Eton loop A, Diliman, Quezon City						
Conduct of Pre-training Gaps Analysis and Business Analysis Training for three (3) days						
* Conduct Pre-training Gap Analysis * Develop a course outline for a three-day training program with the following course topics but are not limited to:						
Business Analysis						
- BABOK Guide & IIBA						
- BABOK Knowledge Areas						
- Business Analysis Definition						
- Enterprise Analysis						
- Solution Assessment & Validation						
Business Analysis Planning & Monitoring						
- Elicitation						
- Requirements Management & Communications						
- Analyze Document Requirements						
- Evaluate Requirements						
Business Analyst						
- Role & Skills						
- Internal Partners						
- Strategic Planning Process						
- Strategic Plan Framework, Balanced Scorecard						
Strategies and Initiatives						
- Project Selection Criteria						
- Alignment of Project with Strategy						
- Project Management						
- Project Management Process						
- Project Plan						
- Flowcharting and other Tools						
* Conduct/Facilitate three-day training						
* Provide Training Manual/Hand-outs						
*Certificate of Completion						
Terms of Reference						
Scope of Services						
The Service Provider shall provide the following services:						
1. Conduct pre-Training Gap Analysis including but not limited to: a. Identification and evaluation of the skills/knowledge gaps b. Recommendations to address the gaps						

2. Develop a course outline for a three-day training program in line with the Business Analysis Book of Knowledge (BABOK) and the results of the training gap analysis.						
3. Prepare presentations and hand-outs for the participants and plan for the sessions on the basis of the approved training manual						
4. Prepare a training delivery schedule with a full itinerary of the events						
5. Conduct and facilitate the three-day training						
6. Prepare and submit the final training documents: a. Training Manual b. Presentation Decks c. Pre and Post-training evaluation report						
Deliverables and Submission Schedule						
The Service Provider shall consult and coordinate with the PSA focal person to accomplish the deliverables successfully.						
1. Procurement of Professional Services for Business Analysis Training 1 lot P260,000.00 (3 weeks)						
2. Conduct of Training Gap Analysis (2-3 days)						
3. Conduct of the three-day training						
4. Submit post-training evaluation report - 5 working days after training						
Responsibilities of the Service Provider						
1. Designate at least one (1) project coordinator to ensure timely delivery of outputs and to coordinate with the PSA in carrying out the required services;						
2. Provide necessary manpower, including the qualified Trainer/s to conduct all necessary preparatory and other activities to accomplish the agreed scope of works and deliverables, as specified in Sections III and IV above.						
Any additional costs incurred relative to any aspect of the conduct of the training shall be solely charged to the service provider;						
3. Submit reports detailing work progress, issues and concerns, and recommended next steps in relation to the project at no additional cost to PSA;						
Total amount in words:						

Printed name of the authorized representative: _____ Signature: _____

Name of Company: _____ Position: _____

Address: _____ Email address: _____

Fax No.: _____ Tel. No.: _____ Mobile No.: _____

Date: _____