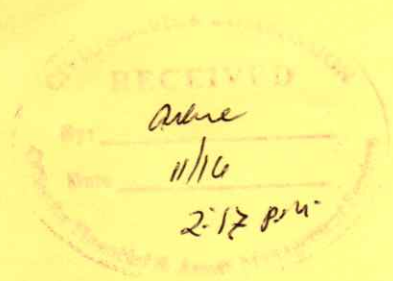


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Human Resource Relations Office

HRRO Memo No. 401, s. 2020

MEMORANDUM

FOR : **Acting DIRECTOR IV MARIA VICTORIA M. SALAZAR**
Office for Financial and Assets Management
This Commission

SUBJECT : *Evaluation of Quotation for the Procurement of Services for Learning Service Providers for the Conduct of the Trainings on Mediation and Negotiation*

This refers to the OFAM Memorandum No. 662, s. 2020 dated November 9, 2020 on the Request for Evaluation of Quotation on the conduct of the trainings on Mediation and Negotiation on December 3 to 4, 2020 and December 7 to 11, 2020, respectively.

Thus, we are submitting the narrative report with the recommendation related to the procurement of services of the Learning Service Provider (LSP) for the said trainings, for further processing.

For any concerns regarding this matter, please contact Ms. Anita R. Cunanan, Supervising Human Resource Specialist, at Local No. 425.

Thank you.

CECILIA C. DELA FUENTE
Director IV

November 16, 2020

NARRATIVE REPORT
EVALUATION OF QUOTATION
RFQ No. 2020-059

The Conflict Resolution Group Foundation, Inc. (CoRe Group) is the lone service provider which submitted its quotation/offer for the conduct of the trainings on mediation and negotiation.

Based on the specifications listed in the Request for Quotation No. 2020-059 NO-SVP, the CoRe Group answered in the affirmative (YES) to the request for the services of the Learning Service Providers for the conduct of the said trainings and quoted for the cost of the services in the amount of One Hundred Fifty Thousand Pesos (Php 150,000) and One Hundred Thousand Pesos (Php 100,000), respectively. Hence, the CoRe Group is compliant with the amount stipulated in the terms of reference.

Further, CoRe Group is compliant with the number of trainings hours allotted for the trainings and the schedule as stated in the terms of reference:

Training on Negotiation	-	December 3 & 4, 2020	-	16 hours
Training on Mediation	-	December 7-11, 2020	-	40 hours

CoRe Group also submitted its Certificate of PhilGeps Registration (Platinum Membership) and copy of the Business Permit. Also submitted are the following documents:

- a. Duly accomplished and signed Request for Quotation and its Annex A
- b. Signed Terms of Reference
- c. Certificates of the Accredited Learning Service Providers (LSPs) (4)
- d. Curriculum Vitae of the LSPs

All information has been verified by the evaluator.

Based on the above evaluation, the Conflict Resolution Group Foundation, Inc. (CoRe Group) is being recommended to provide LSP services for the conduct of the trainings on negotiation and mediation.

Prepared by:



ANITA R. CUNANAN

Supervising Human Resource Specialist
Conciliation and Education Division

Approved/Disapproved:



CECILIA C. DELA FUENTE

Director IV
Human Resource Relations Office

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**NARRATIVE REPORT
EVALUATION OF QUOTATION
RFQ No. 2020-059**

The Conflict Resolution Group Foundation, Inc. (CoRe Group) is the lone service provider which submitted its quotation/offer for the conduct of the trainings on mediation and negotiation.

Based on the specifications listed in the Request for Quotation No. 2020-059 NO-SVP, the CoRe Group answered in the affirmative (YES) to the request for the services of the Learning Service Providers for the conduct of the said trainings and quoted for the cost of the services in the amount of One Hundred Fifty Thousand Pesos (Php 150,000) and One Hundred Thousand Pesos (Php 100,000), respectively. Hence, the CoRe Group is compliant with the amount stipulated in the terms of reference.

Further, CoRe Group is compliant with the number of trainings hours allotted for the trainings and the schedule as stated in the terms of reference:

Training on Negotiation	-	December 3 & 4, 2020	-	16 hours
Training on Mediation	-	December 7-11, 2020	-	40 hours

CoRe Group also submitted its Certificate of PhilGeps Registration (Platinum Membership) and copy of the Business Permit. Also submitted are the following documents:

- a. Duly accomplished and signed Request for Quotation and its Annex A
- b. Signed Terms of Reference
- c. Certificates of the Accredited Learning Service Providers (LSPs) (4)
- d. Curriculum Vitae of the LSPs

All information has been verified by the evaluator.

Based on the above evaluation, the Conflict Resolution Group Foundation, Inc. (CoRe Group) is being recommended to provide LSP services for the conduct of the trainings on negotiation and mediation.

Prepared by:



ANITA R. CUNANAN
Supervising Human Resource Specialist
Conciliation and Education Division

Approved/Disapproved:



CECILIA C. DELA FUENTE
Director IV
Human Resource Relations Office