

**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

**REQUEST FOR QUOTATION**

RFQ No. : 2021-016 NP-SVP  
Date: : March 8, 2021  
PR No./End-User : 2021-03-0112 (IAS)


Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
TIN No. : \_\_\_\_\_

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Prospective lessors who will submit a proposal with the lowest calculated and responsive offer shall be selected. **As a condition for award**, you will be required to submit a copy of your **\*Mayor's/Business Permit**, together with your proposal. The updated **\*Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, you will be required to submit a **\*duly notarized Omnibus Sworn Statement** in accordance with the attached format (Annex B), together with the **\*signed copy of Purchase Order (PO) prior to the date of event/delivery/installation**.

Please accomplish and submit this form and all the **required documents** to Procurement Management Division - OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City or fax it through number **931-8029** or email to **csc.ofam.pmd@gmail.com** not later than **03:00 P.M. of 15 March 2021**.

  
**RENEL JOANNE G. GAMBITO**  
Procurement Officer  
931-7935; 931-7939; 931-8092 Loc. 508

  
**JULIUS B. REMUDARO**  
Chief, Procurement Management Division  
Office for Financial & Assets Management (OFAM)

**TERMS AND CONDITIONS:**

1. Award shall be made on per:  Item Basis  Lot Basis  Total Quoted Price
2. Goods/Services shall be rendered on Please see "Annex A"
3. Place of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor
4. Please indicate Warranty: \_\_\_\_\_
5. Technical specification with asterisks (\*) are mandatory. **For goods**, please indicate brand, model and country of origin.
6. Bidders shall provide **correct and accurate information** required in this form.
7. Quotations exceeding the Approved Budget for the contract shall be rejected.
8. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
9. Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
10. Payment shall be made through Land Bank's LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility.  
Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
**"Note: Non-Land Bank of the Philippines accounts shall be charged a service fee.**
11. Liquidated Damages/Penalty: **amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
12. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
13. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
14. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
15. **NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."**

\_\_\_\_\_  
Printed Name/Signature  
Authorized Representative of the Service Provider

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TIN No. \_\_\_\_\_

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
	<b>Procurement of Services of a Subject Matter Expert (SME) for the Conduct of Risk Management Training based on ISO 31000:2018</b>							
	- Minimum of 30 pax							
	- Each participant in excess of the guaranteed minimum number of participants shall be based on a per head rate computed from the cost offered for 30 pax							
	- Final billing shall be based on the actual number of attendees guaranteed at 30 pax							
	- Offers must be inclusive of TAX and other applicable charges							
	- Tentatively in April 2021 depending on the availability of the participants							
	- Two (2) full days of four (4) half-day sessions. Between 8:00 am and 5:00 pm							
	- Via Virtual platform to be set up by the Service Provider (Zoom, MS Teams, Webex, or other virtual platform whichever is available to or convenient for all participants)							
	- Inclusive of tax, provision of handouts/e-copy of the training presentation and e-certificates							
	<b>Minimum Requirements of a Resource Person/Trainer</b>							
	- Consultant/Trainer/Auditor for at least five (5) years							
	- Executive Management experience for at least 10 years							
	- Has good understanding of CSC programs and projects through prior engagement with the Commission							
	- Must have obtained at least a satisfactory rating from one of its clients preferably in the conduct of a similar training course in the last three (3) years							
	Consultancy firm must be:							
	- ISO 9001 certified							
	- Accredited or recognized by the CSC as an L1/D partner in building capabilities of civil servants							
	<b>Approved Budget for the Contract: PhP175,000.00</b>							
	xxxxxxxxxx-Nothing Follows-xxxxxxxxxx							

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Procurement Officer  
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\_\_\_\_\_  
Printed Name/Signature  
Authorized Representative of the Service Provider



## **RATIONALE**

On 23 October 2004, the Commission promulgated the CSC Integrated Risk Management Guidelines (CIRMG) pursuant to CSC Resolution No. 1401520. The CIRMG was based on ISO 31000:2009 Risk Management – Guidelines. In 2017, the CSC Quality Management System transitioned to ISO 9001:2015 from ISO 9001:2008. Risk-based thinking is at the core of ISO 9001:2015. In February 2018, the International Organization for Standardization (ISO) released an updated version of its risk management guidelines - ISO 31000:2018. To keep abreast with the updated international standards and practices on risk management, there is a need to revise the CIRMG based on ISO 31000:2009 and transition to ISO 31000:2018. Hence, the conduct an orientation course on risk assessment and management is necessary.

## **OBJECTIVES:**

Generally, the objectives of the orientation course are the following:

1. To enhance the knowledge of the participants on risk, risk management, its concepts and processes;
2. To enable participants to learn additional skills in conducting risk assessment so that potential risks and problems are effectively addressed; and
3. To enable participants to immediately implement risk management processes.

## **OPERATIONAL DETAILS**

### **1. Course Duration and Methodology**

The proposed activity will be conducted for two (2) full days or four (4) half-day sessions, through a videoconferencing platform accessible to both the training provider and the participants.

### **2. Venue and Participants**

Due to the restrictions brought about by the health situation, the activity will be done on a virtual platform. There will be a total of 45 participants composed of the IAS technical staff and selected Process Owners from the CSC Central and Regional Offices.

### **3. Learning Facilitator and Program Coordinators and Support**

An external Subject Matter Expert from a reputable service provider who has a good understanding of the CSC programs and projects will be engaged for this purpose. IAS staff will be in charge of the administrative concerns.

#### 4. Budget Estimates

Since this will be a virtual training, our only expense is the payment for the Resource Speaker Services which is budgeted at **One Hundred Seventy Five Thousand Pesos** (PhP175, 000.00) to be charged against IAS MOOE.

#### 5. Program Activities and Topics

The training is tentatively scheduled in April 2021 for two (2) full days or four (4) half-day sessions, between 8:00 AM and 5:00 PM depending on the availability of the participants with the following topics to be discussed:

1. Risk Management Process – The Basics
2. Context of the Organization
3. Risk Assessment: Risk Identification
4. Risk Assessment: Risk Analysis
5. Risk Assessment: Risk Analysis Workshop
6. Risk Assessment: Risk Evaluation
7. Risk Treatment
8. Risk Treatment Tools
9. Review and Monitoring
10. Action Planning
11. Workshop on Action Plans

**Procurement of Services of a Subject Matter Expert (SME) for  
the Conduct of Risk Management Training**

**Technical Specifications**

Particulars	Requirements
Subject Matter	Understanding of risk management using ISO 31000:2018 standards
Eligibility Criteria	<p>Minimum Requirements of a Resource Person/Trainer</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Consultant/Trainer/Auditor for at least five (5) years</li> <li><input type="checkbox"/> Executive Management experience for at least 10 years</li> <li><input type="checkbox"/> Has good understanding of CSC programs and projects through prior engagement with the Commission</li> <li><input type="checkbox"/> Must have obtained at least a satisfactory rating from one of its clients preferably in the conduct of a similar training course in the last three (3) years</li> </ul> <p>Consultancy firm must be:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ISO 9001 certified</li> <li><input type="checkbox"/> Accredited or recognized by the CSC as an L&amp;D partner in building capabilities of civil servants</li> </ul>
Number of participants	<p>Minimum of 30pax</p> <p>Each participant in excess of the guaranteed minimum number of participants shall be based on a per head rate computed from the cost offered for 30 pax.</p> <p>Final billing shall be based on the actual number of attendees guaranteed at 30 pax.</p> <p>Offers must be inclusive of TAX and other applicable charges.</p>
Date/Time/Place	<ul style="list-style-type: none"> <li>➤ Tentatively in April 2021 depending on the availability of the participants</li> <li>➤ Two (2) full days or four (4) half-day sessions. Between 8:00 AM and 5:00 PM</li> <li>➤ Via Virtual platform to be set up by the Service Provider (Zoom, MS Teams, Webex, or other virtual platform whichever is available to or convenient for all participants)</li> </ul>
Approved Budget	PhP175,000.00 inclusive of tax, provision of handouts/e-copy of the training presentation and e-certificates
Source of Fund	IAS MOOE
Contract Duration	To be determined