

REQUEST FOR QUOTATION

Project Number: GAS-007-004
Reference PR Number: 2020-09-2129

Sir/Madam:
Please quote your best offer for the item/s listed below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative through email at rdcravelo@philrice.gov.ph/courier - if sealed, addressed to Ms. Glenda D. Ravelo or fax at (456-0650) local 660 not later than September 14, 2020

NYMPHART ABON
BUYER/CANVASER

SOPHIA T. BORJA
DIVISION HEAD

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **PhP 150,000**
- Prices quoted are subject to deduction of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
- All bids in excess of the ABC will be rejected.
- Complete technical specifications, brand and model must be indicated in the price quotation for evaluation purposes.
- Delivery period shall be indicated in the quotation. Liquidated damages equivalent to 1/10 of 1% per day of delay for the value of undelivered items shall be imposed.
- Goods, supplies, equipment, or work done are subject to inspection/acceptance, PhilRice reserves the right to cancel, reject, or rebid the items which do not conform with the technical specifications.
- NEW** suppliers are required to submit a photocopy of **valid Mayor's Business Permit, valid PhilGEPS Registration Number and valid PCAB License (if applicable)** together with their quotations. Please disregard if you have submitted an updated copy/ies. This shall be subjected for validation.
- The winning Bidder is required to submit a photocopy of **Latest Income/Business Tax Return** and original copy of **Omnibus Sworn Statement** prescribed by the GPPB **PRIOR TO PAYMENT** of the goods delivered/services rendered.
- Supplier warrants that s/he has not given nor promised to give any money or gift to any PhilRice employee to secure this offer and to obtain an award.

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
1	1	lot	<p>Consultancy Services, to facilitate the preparation of PRIME-HRM level III accreditation for the months of September-November 2020</p> <p>POSITION/TITLE: CONSULTANCY: HUMAN RESOURCE EXPERT DURATION: SEPTEMBER – NOVEMBER, 2020 SALARY: 50,000.00/month</p> <p>Basis: 1.) Highly competent HR practitioner with expertise in handling Human Resource Management 2.) With managerial experience (at least SG 26 or its equivalent)</p> <p>POSITION REQUIREMENTS</p> <ul style="list-style-type: none"> • With vast experience and knowledge in Civil Service law and rules • With knowledge on coaching and mentoring in PRIME-HRM accreditation • At least Master's Degree holder • With at least 30 years' experience in government service • Hands on consultant and lecturer in various topics; Human Resource Systems (Recruitment, Selection and Placement, Learning and Development, Rewards and Recognition, Performance Management), Strategic Performance Management, and other HR topics <p>TERMS OF REFERENCE</p> <p>The HR EXPERT shall support the objectives of Philrice to include the following tasks:</p> <p>I. Mentoring and consulting services through virtual conferences, meetings, conversations until such time that the government allows travel.</p> <ol style="list-style-type: none"> 1. Provide continuing mentorship and capability building services through trainings and workshops on PRIME HRM, provided travel is allowed. 2. Guide and mentor the HR team in the compliance and implementation of the following systems: <ol style="list-style-type: none"> 2.1 Recruitment, Selection and Placement 2.2 Learning and Development 2.3 Rewards and Recognition 2.4 Performance Management 3. To shepherd the HR team in the review of PRIME Levels 2 and 3 certification requirements. <p>II. Roles and Responsibilities</p> <ol style="list-style-type: none"> 1. Be responsible for the overall delivery and completion of the activities. approved TOR; 2. Have virtual meetings or conversations / conferences at least once a week and or as the need arises; 3. Submit Monthly Accomplishment Report on the activities; <p>Ensure strict confidentiality on the use and disposition of all documents, interview records, and other project documents acquired during engagement.</p>		

Delivery Period: 30 calendar days 15 calendar days 7 calendar days Others: _____

Place of Delivery: PhilRice CES-Central Warehouse ATI-QC Others: _____

Price Validity: 120 calendar days 60 calendar days 30 calendar days Others: _____

Warranty: 1 year 3 months Others: _____

Payment Term: 30 calendar days 15 calendar days Others: _____

After having carefully read and accepted the Procurement Terms & Conditions, I/We quote you on the item at prices noted above.

NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

Designation: _____

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

Telephone Number: _____

Email Address: _____

PRRIRFQ Rev 5 Effectivity Date: Oct 29, 2019

