

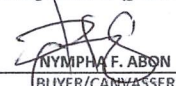
REQUEST FOR QUOTATION

Date: 1/27/2021

Project Number: GAS-007-004
Reference PR Number: 2021-01-0205

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 gdravelo@philrice.gov.ph /courier - if sealed, addressed to Ms. Glenda D. Ravelo) or fax at (456-0650) local 660 not later than February 12, 2021.


NYMPHA F. ABON
BUYER/CANVASSER


SOPHIA T. BORJA
Division Head

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is PhP 300,000
- 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 Position Title: HUMAN RESOURCE EXPERT Duration: February-August 2021 Salary: 300,000.00 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: 1. With vast experience and knowledge in Civil Service laws and rules. 2. With knowledge on coaching and mentoring in PRIME-HRM accreditation. 3. At least Masters Degree Holder. 4. With at least 30 years of experience in government service. 5. Hands on consultant and lecturer in various topics; Human Resource Systems (Recruitment, Selection and Placement, Learning and Development, Rewards and Recognition and Performance Management), Strategic Performance Management, and other HR Topics.</p> <p>TERMS OF REFERENCE The HR EXPERT shall support the objectives of Philrice to include the following tasks: I. Mentoring and consulting services through virtual conferences, meetings, conversations until such time that the government allows travel. 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: (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 evidence requirements needed in the application for the PRIME Level III Accreditation. 4. To evaluate, review and give recommendations on the Action Plan for PRIME-HRM Target Maturity Level prepared by the HRMO. II. Roles and Responsibilities 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> <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.

PRINTED NAME/SIGNATURE OF AUTHORIZ

Designation: _____
 Company Name: _____
 Business Address: _____
 PhilGEPS Registration No.: _____
 Telephone Number: _____
 Email Address: _____

PRRI RFQ Rev 5 Effectivity Date: C

