



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Procurement of Training Provider/Professional Services for News Writing and Technical Report Writing”** in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

- Name of Project: **Procurement of Training Provider/Professional Services for News Writing and Technical Report Writing**
- Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
- Approved Budget for the Contract: **Six Hundred Four Thousand Eight Hundred Pesos Pesos (Php604,800.00) - inclusive of tax**
- Specifications: **1 LOT**

ITEM
One (1) resource Speaker, One (1) Facilitator
News Writing and Technical Report Writing <ul style="list-style-type: none"> • 4-day Face-to-Face Training (32 Hours) for 2 batches (with up to 26 pax/batch) Inclusions: <ul style="list-style-type: none"> • Facilitation of the training program • Specialized Training Content • Learning Management System • Pre- and Post-Assessment Tools • Training Certificates • Resource Speakers and Program Team Management Team Contents: <ul style="list-style-type: none"> • News Writing • Technical Writing • Methods (Participants will be afforded with a free professional development – related course as they prepare to apply all the learning to their respective work assignments. This can be accessed in 14 days and can be utilized by the participants.)
News Writing and Technical Report Writing Objectives: <ul style="list-style-type: none"> • Assess news values; • Choose the right news angle; • Write an effective news release in Associated Press style; • Define technical writing and discuss its characteristics; • Identify the context in which technical writing is used based on the target audience, purpose, and key message needed to be communicated; • Identify the principles of clear and effective writing; and



- Differentiate and create effective and concise technical documents to improve communication with stakeholders and partner agencies.

Qualifications:

- Has been in the business of learning and development for thirteen (13) years;
- Possesses relevant valid business licenses and eligibility requirements to provide such services to Bureau of Customs and interested parties;
- Has numerous experience in providing in-house training programs as its core to its business;
- Has a growing pool of highly competent consultants, subject-matter experts, and list of training courses;
- Uses an assessment-based approach and provides tailor-fit learning programs based on the training needs analysis;
- As ISO 9001:2015-certified service provider
- Willing to assign a non-disclosure agreement to assure client that will not divulge confidential information;
- Platinum member of PhilGEPs Registration;
- Accredited by the Civil Service Commission (CSC);
- Certified Professional Regulation Commission (PRC) as CPD provider;
- Compliant with Data Privacy;
- Has complied with the national Privacy Commission's registration requirements of the Data Privacy Act of 2012, its implementing Rules and Regulations, and all related issuance under NPC Registration

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's/Business Permit or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal, In case of expired Mayor's/Business Permit submit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also submit), PHILGEPs Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, and duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy.

Submission of quotation and eligibility documents is on or before **October 3, 2022, 10:00 a.m.**, at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

The BOC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact us at Telefax no. 8527-9757 or email us at bacsecretariat@customs.gov.ph.



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Very truly yours,


ISAGANI D. GALSIM
Chief Administrative Officer
General Services Division



Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
 Bureau of Customs
 Port Area, Manila

Project Title: Procurement of Training Provider/Professional Services for News Writing and Technical Report Writing

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

ITEM	Total Amount
<ul style="list-style-type: none"> • One (1) resource Speaker, One (1) Facilitator <p>News Writing and Technical Report Writing</p> <ul style="list-style-type: none"> • 4-day Face-to-Face Training (32 Hours) for 2 batches (with up to 26 pax/batch) <p>Inclusions:</p> <ul style="list-style-type: none"> • Facilitation of the training program • Specialized Training Content • Learning Management System • Pre- and Post-Assessment Tools • Training Certificates • Resource Speakers and Program Team Management Team <p>Contents:</p> <ul style="list-style-type: none"> • News Writing • Technical Writing • Methods <p>(Participants will be afforded with a free professional development – related course as they prepare to apply all the learning to their respective work assignments. This can be accessed in 14 days and can be utilized by the participants.)</p>	
<p>News Writing and Technical Report Writing</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Assess news values; • Choose the right news angle; • Write an effective news release in Associated Press style; • Define technical writing and discuss its characteristics; • Identify the context in which technical writing is used based on the target audience, purpose, and key message needed to be communicated; • Identify the principles of clear and effective writing; and • Differentiate and create effective and concise technical documents to improve communication with stakeholders and partner agencies. 	



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Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/ Signature of Representative

Name of Company

Phone/Contact Number

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)