



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Training Program in Linking a Value Transformation Framework & BOC Governance Documents to e-Personal Scorecards (e-PSCs)”** 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: **Training Program in Linking a Value Transformation Framework & BOC Governance Documents to e-Personal Scorecards (e-PSCs)**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Three Hundred Fifty Thousand Pesos (Php350,000.00) - inclusive of tax**

Specifications:
1LOT

DESCRIPTION		
<p>“Making Value Create Value” is a proposed VTP program aimed at Training the Trainers to Train the 3,400 Employees of the Bureau of Customs to:</p> <ol style="list-style-type: none"> 1. Calibrate Alignment of their respective Personal Scorecards (PSCs) to the Proposed Program’s Values Transformation Process and to BOC documents. 2. Ignite their Operationalization; and 3. Scale their Up Outcomes; Prior to their final agency wide implementation in the 2nd or 3rd quarter of 2021 		
Proposed Phases for VTP:		
<p>Phase I – Training the trainers re: Correlating 3,400 PSCs with the Proposed VTP Program, and with BOC Governance documents (March 2021)</p>	<p>Phase II – Monitor and Coaching of the Trainers in their cascade of the Proposed VTP Program.</p>	<p>Phase III – Assessment of the Effectiveness of the Proposed VTP Program by reviewing the alignment of the PSCs to the Values Transformation Process Framework in the Proposed Program and the BOC documents</p>



Proposed Steps, Purpose, Activities		
PRE-WORK:	TRAINING PROPER:	FOLLOW-THROUGH:
<p>To customize design of outcome-focused modules based "on the ground realities" of BOC</p> <ol style="list-style-type: none"> 1. Physical walk-through of resource person on end-to-end customs "problematic" and one "center of excellence" sites 2. On-site orientation of resource person on entire value chain (front- & back-end, and support) 3. Leveling of outcome expectations meeting with the Commissioner and OSM 4. Customized module design 	<p>To align individual PSC with VTP, collectively align PSCs with customs district and support operations, sustain and scale up the alignment</p> <ol style="list-style-type: none"> 5. Conduct of face-to-face sessions and webinars to about 24 participants per day for a total of 120 participants in 5 days 	<p>To offer brief advice to participants how to adjust their Adoption Embodiment-Scaling Up stages to their actual "process-outcome" experiences in the field and to OSM how to sustain its momentum and gains at the organization level</p> <ol style="list-style-type: none"> 6. Voluntary emailed or SMS reports and inquiries from participants to resource persons especially on "process outcome" impact of their trainings in the field within one quarter from their actual "field conduct" 7. Open communication with OSM on its progress in Phase II and Phase III in 2021

Subject to Retention Money 1-5% of Contract Amount

Interested suppliers are required to submit hard copies of their valid and current Mayor's Permit, 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 sealed.

Submission of quotation and eligibility documents is on or before **March 08, 2021** 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

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. 527-9757 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,

RAQUEL G. DE JESUS

Acting Chief, General Services Division



Annex "A"

PRICE QUOTATION FORM

Date

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

Project Name: Training Program in Linking a Value Transformation Framework & BOC Governance Documents to e-Personal Scorecards (e-PSCs)

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:

DESCRIPTION	UNIT PRICE	TOTAL PRICE
<p>"Making Value Create Value" is a proposed VTP program aimed at Training the Trainers to Train the 3,400 Employees of the Bureau of Customs to:</p> <ol style="list-style-type: none"> 1. Calibrate Alignment of their respective Personal Scorecards (PSCs) to the Proposed Program's Values Transformation Process and to BOC documents. 2. Ignite their Operationalization; and 3. Scale their Up Outcomes; Prior to their final agency wide implementation in the 2nd or 3rd quarter of 2021 		
Proposed Phases for VTP:		
<p>Phase I – Training the trainers re: Correlating 3,400 PSCs with the Proposed VTP Program, and with BOC Governance documents (March 2021)</p>	<p>Phase II – Monitor and Coaching of the Trainers in their cascade of the Proposed VTP Program.</p>	<p>Phase III – Assessment of the Effectiveness of the Proposed VTP Program by reviewing the alignment of the PSCs to the Values Transformation Process Framework in</p>



		the Proposed Program and the BOC documents		
Proposed Steps, Purpose, Activities				
<p>PRE-WORK:</p> <p>To customize design of outcome-focused modules based "on the ground realities" of BOC</p> <ol style="list-style-type: none"> Physical walk-through of resource person on end-to-end customs "problematic" and one "center of excellence" sites On-site orientation of resource person on entire value chain (front- & back-end, and support) Leveling of outcome expectations meeting with the Commissioner and OSM Customized module design 	<p>TRAINING PROPER:</p> <p>To align individual PSC with VTP, collectively align PSCs with customs district and support operations, sustain and scale up the alignment</p> <ol style="list-style-type: none"> Conduct of face-to-face sessions and webinars to about 24 participants per day for a total of 120 participants in 5 days 	<p>FOLLOW-THROUGH:</p> <p>To offer brief advice to participants how to adjust their Adoption Embodiment-Scaling Up stages to their actual "process-outcome" experiences in the field and to OSM how to sustain its momentum and gains at the organization level</p> <ol style="list-style-type: none"> Voluntary emailed or SMS reports and inquiries from participants to resource persons especially on "process outcome" impact of their trainings in the field within one quarter from their actual 		



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

		<p>"field conduct"</p> <p>7. Open communication with OSM on its progress in Phase II and Phase III in 2021</p>		
--	--	--	--	--

Subject to Retention Money 1-5% of Contract Amount

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

Mayor's Permit No. _____

PhilGEPS Registration No. _____

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