

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

ACCOUNTABILITY

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

"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:

- 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 2^{nd} or 3^{rd} quarter of 2021

Proposed Phases for VTP:									
Phase I – Training the	Phase II - Monitor and	Phase III – Assessment							
trainers re: Correlating	Coaching of the Trainers	of the Effectiveness of							
3,400 PSCs with the	in their cascade of the	the Proposed VTP							
Proposed VTP Program,	Proposed VTP Program.	Program by reviewing							
and with BOC	_	the alignment of the							
Governance documents		PSCs to the Values							
(March 2021)		Transformation Process							
		Framework in the							
		Proposed Program and							
		the BOC documents							



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Proposed Steps, Purpose, Activities

PRE-WORK:

To customize design of outcome-focused modules based "on the ground realities" of BOC

- 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

TRAINING PROPER:

To align individual PSC with VTP, collectively align PSCs with customs district and support operations, sustain and scale up the alignment

5. Conduct of face-toface sessions and webinars to about 24 participants per day for a total of 120 participants in 5 days

FOLLOW-THROUGH:

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

- 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.



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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



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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					
"Making Value Creatmed at Training Employees of the	PRICE	PRICE				
Calibrate Alignm Scorecards (PSC Transformation		,				
2. Ignite their Ope						
3. Scale their Up C wide implement						
Pro	posed Phases for	VTP:				
Phase I –	Phase II -	Phase III -				
Training the	Monitor and	Assessment of				
trainers re:	Coaching of the	the Effectiveness				
Correlating	Trainers in their	of the Proposed				
3,400 PSCs with	cascade of the	VTP Program by				
the Proposed VTP Program,	Proposed VTP Program.	reviewing the				
and with BOC	Frogram.	alignment of the PSCs to the				
Governance		Values				
documents		Transformation				
(March 2021)		Process				
		Framework in				



design

BUREAU OF CUSTOMS

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INTEGRITY



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		the Proposed				
		Program and the		Î		
		BOC documents				
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Propose	٦١					
PRE-WORK:	Proposed Steps, Purpose, Activities PRE-WORK: TRAINING FOLLOW-					
	PROPER:	THROUGH:	П			
To customize			П			
design of	To align	To offer brief				
outcome-focused	individual PSC	advice to				
modules based	with VTP,	participants how				
"on the ground	collectively align	to adjust their	П			
realities" of BOC	PSCs with	Adoption	П			
	customs district	Embodiment-				
1. Physical walk-	and support	Scaling Up				
through of	operations,	stages to their			1	
resource	sustain and scale					
person on	up the alignment	outcome"				
end-to-end	,	experiences in				
customs	5. Conduct of	the field and to				
"problematic"	face-to-face	OSM how to				
and one	sessions and	sustain its				
"center of	webinars to	momentum and				
excellence"	about 24	gains at the				
sites	participants	organization	П			
	per day for a	level				
2. On-site	total of 120					
orientation of	participants in	6. Voluntary				
resource	5 days	emailed or				
person on		SMS reports				
entire value		and inquiries	П			
chain (front-		from				
& back-end,		participants to				
and support)		resource				
		persons				
3. Leveling of		especially on	Ш			
outcome		"process				
expectations		outcome"				
meeting with		impact of			•	
the Commissioner		their trainings in the field				
		10.0 mg av				
and OSM		within one				
4. Customized		quarter from their actual				
module		uleli actual				
module						



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"field conduct" 7. Open communicatio n with OSM on its progress in Phase II and Phase III in 2021 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)