



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-049

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement – Small Value Procurement** for the lot below in accordance with Section 53.9 of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot	Description	Delivery Schedule	Approved Budget for the Contract inclusive of VAT
1	Engagement of a Learning Service Provider for the Conduct of a Thinking for Writing Training <i>See Annex A for Terms of Reference</i>	June 16-26, 2023 8:00 AM – 5:00 PM	₱240,000.00

Delivery Place: The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City.

Interested consultants are required to submit **Price Quotation (use Attachment 1)**, and signed and accomplished **Terms of Reference/Scope of Work (Annex A)**, on or before the deadline. **Comprehensive Proposal is required to be submitted as well and will be evaluated using the criteria in the Terms of Reference.**

Only the awardee/s shall be required as condition for the issuance of Notice of Award the submission of the following, unless the requirements were already submitted as part of the quotation or were previously submitted as part of another bid:

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number;
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney (see Attachment 3) [for projects with ABC above Php 50,000.00]; and
4. Latest Income Tax Return [for projects with ABC above Php 500,000.00].


Notes:

- a. Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.
- b. Editable file copies of the Omnibus Sworn Statement and the Secretary's Certificate/Special Power of Attorney may be downloaded from the link: <https://www.sec.gov.ph/procurement/prescribed-templates/>.

Other terms and conditions are stated under Attachment 3 which forms part of this RFQ.

Submission of duly signed Price Quotation Form and other documents shall not later than **10:00 AM of May 23, 2023 (Tuesday)** at the Procurement Division, 7F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-air, Makati City. Submission may be done electronically or via email (bacsecretariat@sec.gov.ph).

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


ARMANDO A. PAN, JR.
Chairman
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PRICE QUOTATION FORM

AMP No. 2023-049

Date: _____

THE BIDS AND AWARDS COMMITTEE
 c/o PROCUREMENT DIVISION
 7th Floor, The
 The SEC Headquarters, 7907 Makati Avenue
 Salcedo Village, Bel-air, Makati City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price proposal for the lot identified below:

Lot No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
1	1	Engagement of a Learning Service Provider for the Conduct of a Thinking for Writing Training <i>See Annex A for Terms of Reference, which forms part of the quotation.</i>	P _____	P _____
			Total	P _____

AMOUNT IN WORDS:

_____ (VAT inclusive)

The above-quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group,

and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this __ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on __ at ____.

Witness my hand and seal this __ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. ____
Page No. ____
Book No. ____
Series of ____

AUTHORITY OF SIGNATORY (For Corporation)

I, (Name of Corporate Secretary), of legal age, Filipino, with business address at _____, after being duly sworn to in accordance with law do hereby depose and state:

That I am the duly elected Corporate Secretary of (Name of Corporation), a corporation duly organized and existing under and by virtue of applicable Philippine laws:

That at the special meeting of the Board of Directors of the said corporation, duly called and held at the principal office on (Date of Meeting) at which a quorum was presented and voting throughout the following resolution was unanimously approved to wit:

“RESOLVED, any of the following whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as attachment, is/are authorized to sign in behalf of the Corporation, to submit documents and represent solely for the purpose of complying with the (Name of Project).

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this ___ day of _____ at _____.

PRINTED NAME/SIGNATURE
CORPORATE SECRETARY

SUBSCRIBED AND SWORN TO before me in the City of _____ this ___ day of _____ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

AUTHORITY OF SIGNATORY
(For Sole Proprietor/Partnership)

I, (Name Owner/Managing Partner), of legal age, [civil status], Filipino, and residing at [address of affiant], after having been duly sworn in accordance with law do hereby depose and state that:

1. I am the Sole Proprietor/Managing Partner of [Name of Bidder], with office address at [Address of Bidder];
2. As the Sole Proprietor/Managing Partner of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];
3. As the Sole Proprietor/Managing Partner of [Name of Bidder], I authorized [Name of Representative] whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as clearly shown attachment, is authorized to sign in behalf of the [Name of Bidder], to submit documents and represent solely for the purpose of complying with the bidding of [Name of Project].

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this ___ day of _____ at _____.

PRINTED NAME/SIGNATURE

SUBSCRIBED AND SWORN TO before me in the City of _____ this ___ day of _____ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s which shall be in Philippine peso shall include all taxes, duties and/ or levies payable.
4. Quotation/s exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the Single/Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Quotation (for consulting services).
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the accepted technical proposal and specified in the Notice of Award.
8. Brand of the offer, if required, should be indicated as part of the bid. Non-indication of the brand may be considered as grounds
- 9.
10. for disqualification. Sample, if required, shall also be submitted as part of the quotation. Non-submission of samples may be considered as grounds for disqualification.
11. The SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the LCRQ.
13. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with the existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be to the contractor's account.**
14. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed for a day of delay. The SEC shall rescind the contract once the commutative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to i



Terms of Reference
Engagement of a Learning Service Provider for the Conduct of
Thinking for Writing Skills Training

1. General Details

Title of Training	Thinking for Writing Skills Training
Learning Delivery Method	Virtual Learning
Date	19-26 June 2023, 8:00AM-5:00PM; 8:00AM-12:00PM
Venue	Zoom Video Communications / SEC Corporate Learning Portal

2. Background and Rationale

The complimentary critical thinking and creative writing skills in official correspondences are unusual in government agencies' customary standard of business writing, wherein critical thinking and creative writing allow one - the writer - to put thoughts into action through well-developed storytelling and writing. Through the novel composition of correspondences, the readers can better visualize the presented ideas, thus making it more interesting with the writer focusing on a clear and concise message or theme and using examples and anecdotes to support the emphasized points. This could be done using more descriptive language and vivid imagery to create a memorable written output, structured arguments, and strong premises.

In line with this, writing should become a habit and ability that can be sharpened, refined, and grown with practice. It is crucial to employ critical thinking and creative writing in the writing process to develop well-reasoned arguments and ideas. Doing so will help to boost the quality of work outputs and create a favorable impression.

Relative to this, the majority of the departments in the Securities and Exchange Commission (SEC) discovered that there is an evident need to enhance the competencies related to writing using critical thinking and creative writing of selected employees based on the Learning Needs Assessment (LNA) conducted in 2022 by the Learning Resource and Information Division of the Human Resource and Administrative Department (HRAD-LRID).

Specifically, they have identified that effective writing skill is essential in conveying a message that will create a positive perception among their stakeholders of the SEC. At the same time, critical thinking and creative writing are vital components in writing correspondences, reports, proposals, guidelines, policies, legal opinions, and other related work outputs.

Hence, the HRAD-LRID will conduct the 3-day Thinking for Writing Training (TWT) to address the communication competency gap of targeted employees of the SEC.

3. Objectives

The Thinking for Writing Training (TWT) may help SEC employees become more confident and skilled writers by providing the required skills and techniques for analyzing and evaluating material and the capacity to convey their views clearly and simply. Furthermore, because effective communication is essential for success in any field, this training can benefit individuals personally and professionally.

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Specifically, by the end of the TWT, participants will have developed an enhanced existing SEC internal documented information (e.g., memorandum, letter, report, policy or guidelines, etc.) based on their analysis of current issues and problems encountered, as well as the articulation of innovative and creative solutions, recommendations, and conclusions to improve current practices for continuous improvement, and the ability to translate it into business, technical and/or creative writing. Likewise, each participant will create an action plan to continuously improve their thinking and writing skills.

4. Duration

The SEC Thinking for Writing Skills Training will be conducted in one (1) whole day and four (4) half days, scheduled on 19 - 23 June 2023. The LSP shall be engaged for a period of twenty-four (24) training hours and shall likewise be available for attendance to meetings before and after the conduct of the training.

5. Modality

The entire learning program shall be delivered in a virtual learning format with twenty-four (24) hours synchronous sessions and four (4) hours asynchronous sessions.

Synchronous sessions will be conducted using Zoom Video Communications and/or physically at the Philippine International Convention Center, while asynchronous sessions will be delivered and/or monitored through the SEC Corporate Learning Portal.

6. Approved Budget for the Contract

The maximum possible contract price for the services for the **twenty-four (24) training hours** period is **TWO HUNDRED FORTY THOUSAND PESOS (PhP 240,000.00)** for a total of **30 participants**.

This amount shall be inclusive of 12% Value Added Tax (VAT) and other taxes imposed by the government. The amount shall be billed by the LSP upon submission of each deliverable according to the schedule specified herein.

Expenses and tools of the trade and other similar items necessary to enable the LSP to carry out its commitments in accordance with this Terms of Reference shall be for the account of the LSP.

7. Profile of Participants



The target participants are administrative staff and technical staff who are tasked at preparing documents such as correspondences, memorandum, reports, among others.

7.1. Equal Opportunity Principle (EOP)

In creating a culture of fairness and inclusion, the SEC is committed to support equality in the workplace fostering an environment of professionalism and devoid of bias against any form of discrimination at the agency on account of age, sex, gender identity, civil status, religion, ethnicity, and political affiliation (SEC Office Order No. 760 series of 2019).

8. End-user

The end-user for this project is the Learning Resource and Information Division (LRID) of the Human Resource and Administrative Department.

9. Scope of Work

The Learning Service Provider is expected to perform the following:

9.1. Design a competency-based 24-hour training for 30 participants based on the general parameters set by the Learning Resource and Information Division:

9.1.1. Technical Aspect

- Must be competency-based
 - *Critical and creative thinking*
 - *Clear and effective writing skills*
 - *Problem-solving skills*
 - *Gathering and analyzing information*
 - *Planning and outlining skills*
 - *Proofreading or editing skills for written documents*
 - *Critiquing of grammar*
 - *Coordination skills*
 - *Organization skills*
- Must assess readiness in upgrading their current writing and thinking skills;
- Must enumerate the opportunities and challenges in writing and thinking critically and creatively;
- Must determine the current situation and needs of the prospective readers or target audience using appropriate writing and thinking skills;
- Must demonstrate the ability to think critically and creatively using various up-to-date methods and techniques confidently and assertively;
- Must be able to apply the techniques in organizing creative ideas and thoughts into tangible information or action through various forms of writing, such as but not limited to business, technical and/or creative writing;
- Must explain the process of utilizing appropriate thinking skills into writing;
- Must translate thinking skills into clear and effective writing in various forms of documented information such as but not limited to SEC correspondences (e.g., memorandum, report, letter, news article, press release, etc.) and policies, guidelines, or issuances;
- Must design ways in disseminating or sharing a well-thought-of written document;
- Must experience critiquing a written document;
- Modify existing SEC documented information or correspondences through thinking for writing skills; and
- Must develop an action plan to improve thinking and writing skills continuously.

9.1.2. Administrative Aspect

- Must be able to profile the participants according to trainability and performance using the Measurement of Learning Effectiveness and Transfer in the Securities and Exchange Commission (LETMS) ([see attached file](#));
- Must provide a copy of handouts and all other learning materials; and
- Must conform to the sustainability efforts of the agency by:
 - Opting for paperless documents by providing electronic copy of handouts and all other learning materials (except as required by law such as the original printed billing statement and terminal report) and if possible, by designing activities/workshops through paperless alternatives

9.1.3. Proposed Outline

The LRID proposes to the prospective Learning Service Provider (LSP) to align with the learning design or outline, which is divided into three (3) phases and designed to be conducted in virtually (online) covering the following topics:

Phase 1: Different Ways of Thinking

- Assessing one's capability in terms of thinking
 - Determining the limitations, challenges and opportunities in thinking
- Complementary relationship between critical thinking and creative writing

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- Methods and techniques in thinking beneficial at work
- Gains in thinking critically and writing creatively at work
- Thinking process
 - Assessing the needs of your prospective readers or target audience
 - Organization of thoughts and ideas
 - Data or information gathering and analysis
 - Designing possible solutions
 - Making decisions
 - Analyzing decisions

Phase 2: From Thinking into Writing

- Assessing the current situation and needs of the prospective audience or reader
- Difference among business, technical and creative writing
- Methods and techniques in writing beneficial at work
- Writing process
 - Process in translating thoughts and ideas into writing
 - Deciding a topic
 - Researching about the topic
 - Determining truthful and actionable over misleading or wrongful data and information
 - Verifying data and information
 - Planning the structure
 - Drafting the content
 - Revising (editing and proofreading)
 - Clear and effective writing - punctuation, grammar, structure
 - Finalizing a written document into various forms of writing
 - Assertive communication or dissemination of well-thought-of written document
 - Gathering feedback and incorporating them for improvement

Phase 3: Expectations, Realities, and Ways of Improvement

- Leveling off the practices at work in terms of drafting a written document
- Identification of gaps and pitfalls in the drafting SEC documents
- Critiquing of existing SEC document
- Writeshop on the enhancement of existing document in the SEC using the thinking for writing skills or technique
- Developing an individual action plan to continuously improve thinking and writing skills

9.2. Conduct the training on the following schedules, utilizing the learning delivery methods agreed upon, viz;

Day	Time	Modality/Venue
19 June 2023	8AM – 5PM	Virtual/Digital
20 June 2023	8AM – 12PM	Virtual/Digital
21 June 2023	8AM – 12PM	Virtual/Digital
22 June 2023	8AM – 12PM	Virtual/Digital
23 June 2023	8AM – 12PM	Virtual/Digital

The schedule will need to be responsive to pandemic-induced disruptions and constraints and to the nature of the health and safety guidelines promulgated by the duly constituted authorities.

The dates of the training may be changed and/or updated by the end-user for reasonable cause. The adjusted dates will be communicated to the LSP.

- 9.3. Submit the training requirements to the end-user based on the following schedules, if applicable, viz:

Requirements	Deadline
Pre-test / pre-course assessment	Ten (10) calendar days before the event
Post-test / post-course assessment	Ten (10) calendar days before the event
Learning Program Evaluation	Ten (10) calendar days before the event
Detailed program of activities / session blueprint	Five (5) calendar days before the event
Presentation decks, audio-visual materials, etc	Five (5) calendar days before the event
Other training requirements, as agreed/discussed	Five (5) calendar days before the event

- 9.4. Payment requirements. Submit an original copy of **Billing Statement** and **two (2) original copies of the Terminal Report ten (10) business days** after the conclusion of the training following the prescribed format and content, viz:

- Attainment of learning program objectives, extent of learning absorption, and capacity of immediate learning application of the participants
- Policy insights generated in aid of subsequent administration of learning interventions
- Adjustments and innovations necessary to improve training effectiveness;
- Way forward suggestions on learning reinforcement for the benefit of the principals of the trainees inasmuch as they have the inherent responsibility of nurturing the trainees under their watch and custody

- 9.5. **Payment Schedule.** The payment will be processed upon the conduct of the training and the submission of all deliverables and requirements duly acknowledged by the end-user.

10. Minimum Qualifications

- 10.1. Proven expertise in designing and conducting a program for ethics good followership
 10.2. Advanced ability to customize the program tailored to the peculiar requirements of the agency
 10.3. Advanced ability to engage the participants through application of suitable learning modalities
 10.4. Ability to rate the performance of the participants during the program and provide guidance for improvement

11. Technical Evaluation Criteria

The HRAD carefully sought for prospective consultants or learning service providers considering both the private and government-accredited training institutions. Their proposals will be evaluated based on the following criteria:

Criteria	Description	Ratings
Expertise/Education (Responsiveness of training design to the	Background or mastery on the area of specialization (i.e. graduate degree, bachelor's degree, certifications, or memberships to associations/organizations)	40%

concept note)	<p>Points to be attributed based on the qualifications:</p> <ul style="list-style-type: none"> • Graduate degree - 30 points • Bachelor's degree - 20 points • Trainings attended, Affiliations, Certifications or memberships to ssociations/organizations - 10 points <p>E.g., An LSP/RP with a graduate degree and a certified member of associations will receive a total of 40 points while an LSP/RP with a graduate degree and a certified member of associations will receive a total of 30 points</p>	
<p>Experience (Ability to execute masterfully)</p>	<p>Proven record that can substantiate any claims to the experience or skill and preferably with documented outcomes (i.e. relevant work experience, training proposals, training design, portfolio, etc.)</p> <p>Points to be attributed based on the qualifications:</p> <ul style="list-style-type: none"> • With relevant work experience and all portions of the training design are clear, well-structured and responsive to the TOR - 21 to 30 points • With relevant work experience but only some portions of the training design are clear, well-structured and responsive to the TOR - 11 to 20 points • With relevant work experience but the training design are not clear and well-structured with no definite timeline, no detailed work plan, and no appropriate results indicator - 1 to 10 points 	30%
<p>Integrity (Track record compared with competitors)</p>	<p>Absence of critical incidents that might otherwise tarnish or put to question the LSP or RP's credibility, character, ethical behavior or intellectual integrity (i.e. recommendations or commendations from HRAD-LRID and previous clients and credibility and respected in the area of specialization)</p> <ul style="list-style-type: none"> • With proven credibility, character, ethical behavior or intellectual integrity in respect to the area of specialization - 11 to 20 points • With little to no proven credibility, character, ethical behavior or intellectual integrity in respect to the area of specialization - 1 to 10 points 	20%
<p>Suitability (Feedback from previous clients who availed of the LSP's or consultant's services for the same type of training)</p>	<p>Fitness for the task or role (i.e. willingness to devote the time required for the preparation and actual conduct of the learning and development activity, willingness to coach and support participants beyond prescribed activity sessions, and evaluation results of previous engagement on similar program)</p> <ul style="list-style-type: none"> • With very satisfactory evaluation from previous engagement on similar program/s and willing to devote the time required for the preparation and actual conduct of the learning and development activity, willingness to 	10%

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	<p>coach and support participants beyond prescribed activity sessions - 5 to 10 points</p> <ul style="list-style-type: none"> • With satisfactory evaluation from previous engagement on similar program/s and willing to devote the time required for the preparation and actual conduct of the learning and development activity, willingness to coach and support participants beyond prescribed activity sessions - 1 to 4 points 	
	Total	100%

12. Responsibilities of the Parties

12.1. The Learning Service Provider (LSP) shall assume the following obligations:

- 12.1.1. Attendance to meetings with the LRID to discuss matters related but not limited to the problems discerned via assessments done and expected results of the programs;
- 12.1.2. Provide the company profile and profile of the facilitator/s;
- 12.1.3. Conduct the Pre-Training Orientation to promote the program to selected employees of the agency in coordination with the LRID;
- 12.1.4. Design an evaluation survey for participants to answer at the end of the project;
- 12.1.5. Provide Pre-test / pre-course assessment, Post-test / post-course assessment, Learning Program Evaluation, Detailed program of activities / session blueprint, Presentation decks, audio-visual materials, and other training requirements, as stated in the item 8.3 of this TOR.
- 12.1.6. Develop the design and methodologies that will best fit the organizational needs in terms of the required expected outputs and deliverables;
- 12.1.7. Maintain the confidentiality of the data and information acquired and all other related activities generated thereof, until such is determined and declassified by the SEC;
- 12.1.8. Provide facilitator for online activities during the conduct of the training; and
- 12.1.9. Provide the video communications platform (e.g. Zoom, Webex, etc.) account that will be used during the duration of the fully virtual training (in case that the LRID will not provide the Zoom account due to scheduling conflict).

12.2. The SEC shall assume the following obligations:

- 12.2.1. Provide general supervision and direction on the conduct of the learning program;
- 12.2.2. Ensure the availability of a Zoom account dedicated for this project that will be used throughout the duration of the training in case that there is scheduling;
- 12.2.3. Provide a representative that will provide the necessary data and information necessary for the conduct of the project;
- 12.2.4. Review and approve all changes in the execution of the proposed learning design prior to the conduct of the activities; and
- 12.2.5. Review and approve all project deliverables, and related activities based on the timetable and in accordance with this Terms of Reference (TOR).

13. Other items

13.1. Disclaimer

There will be no employer-employee relationship between the SEC and the Learning Service Provider (LSP), nor between the former and the agents of the latter.

13.2. Intellectual Property

The intellectual property of materials including concept notes and learning design remains with the end-user. The learning service provider cannot in any way, use the said materials in whole or in part to run similar or somewhat equivalent learning interventions outside the SEC.

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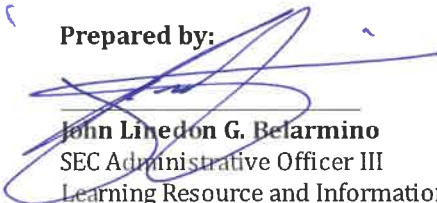
13.3. Property of SEC

Any and all works (including recordings) resulting from the engagement as originating from this TOR shall be the sole property of the SEC, which shall be turned over whenever required by the agency.

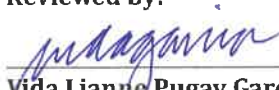
13.4. Warranty

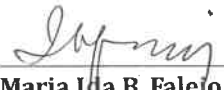
The Learning Service Provider (LSP) warrants that its personnel are properly supervised, and legally and technically competent to provide and conduct the required scope of work as originating from this TOR. The SEC may demand for replacement of the Learning Service Provider (LSP)'s personnel if the performance and/or knowledge level is found below the expectation for the required services.

Prepared by:

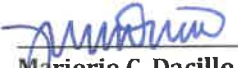

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