

BIDS AND AWARDS COMMITTEE

REQUEST FOR PROPOSAL

AMP No. 2023-080

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 Project Management for Agile SEC Professionals <i>See Annex A for Terms of Reference</i>	September 13-15, 2023 8:00AM-5:00PM	Php 228,000.00

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 and B)**, on or before the deadline. **Breakdown of Proposal is required to be accomplished also.**

Only the awardee 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 **12:00 N.N. of August 18, 2023 (Friday)** 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 (jnnuada@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
/nn

PRICE QUOTATION FORM
AMP No. 2023-080

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 Project Management for Agile SEC Professionals <i>See Annex A for Terms of Reference, which forms part of the quotation.</i>	P _____	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: _____

Terms of Reference
Engagement of a Learning Service Provider for
the Conduct of Project Management for Agile SEC Professionals
with Catering Services

1. General Details

The Securities and Exchange Commission through the Learning Resource and Information Division of the Human Resource and Administrative Department (HRAD-LRID) is organizing a learning program with the following details:

Title of Training	Project Management for Agile SEC Professionals
Learning Delivery Method	Traditional Learning
Date	13 and 15 September 2023, 8:00am-5:00pm
Venue	The SEC Headquarters, Makati City

2. Program Description

With the broadened role of the Securities and Exchange Commission to develop and regulate the corporate and capital market toward good corporate governance, and protection of investors, the SEC workforce is expected to perform their functions effectively. To keep up with the demands of rapid changes in this VUCA world and to help project managers achieve the increasing corporate goals assigned to them, which are iterative and require voluminous tasks, they must be equipped with agile project management skills.

This program is expected to convince “project managers” to utilize project management as a tool to enhance their adaptability and flexibility, manage time and cost of resources, manage risks and mitigate them, exercise transparency and communication, and practice collaboration and teamwork as they strive for continuous improvement in ensuring timely and efficient delivery of valued services to the stakeholders through successful implementation of programs and initiatives.

This program aims to:

- Equip the participants with the concepts and fundamental principles of designing and delivering valuable products and services to stakeholders or end-users;
- Prepare the participants to respond and embrace changes quickly in terms of shifting requirements, priorities, and market conditions, throughout the project life cycle and to ensure that the project remains on track and in accordance with the strategic objectives;
- Inspire them to improve their processes to optimize their performance, productivity, and efficiency;
- Emphasize collaboration and teamwork to foster open communication, shared understanding, and better decision-making leading to better outcomes;
- Develop the practice of consultation with target clients and end-users and understand their needs, gather feedback, and incorporate them into the project to ensure client satisfaction;

- Practice transparency and constant communication between stakeholders and project managers, particularly on the progress of the project, risks, and issues;
- Provide techniques for managing time and cost-effectiveness;
- Support with risk management and anticipation of hazards; and
- Empower and motivate teams.

3. Duration

The Project Management for Agile SEC Professionals will be conducted in two (2) days. The LSP shall be engaged for a period of sixteen (16) training hours and shall likewise be available for attendance to meetings before and after the conduct of the training. Below is the summary of duration:

Total Number of Days	2 days
Total Number of Training Hours per Day	8 hours
Total Accumulated Training Hours	16 hours
Total Number of Batches	1 batch

4. Modality

The entire learning program shall be delivered in a traditional learning format with sixteen (16) hours synchronous sessions.

5. Approved Budget for the Contract

The maximum possible contract price for the services for the **sixteen (16) training hours** period is **TWO HUNDRED TWENTY-EIGHT THOUSAND PESOS (PhP 228,000.00)** for a total of **30 participants**.

The budget is broken down into the following items:

Professional Fee/Honorarium/Tokens	160,000.00
Catering Services	68,000.00

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.

6. Profile of Participants

This program is intended for program managers, project developers, technical working group leaders and members, and those groomed to manage programs and projects. This program will prepare them to manage programs and projects for the Commission's fast, changing business world.

6.1. 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).

7. End-user

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

8. Scope of Work

The Learning Service Provider is expected to perform the following:

8.1. Design a competency-based 16-hour training for 30 participants based on the general parameters set by the Learning Resource and Information Division:

8.1.1. Technical Aspect

8.1.1.1. Must be competency-based

- Communication – assertive
- Leadership
- Management – planning, leading, organizing, and controlling
- Critical thinking
- Risk management
- Flexibility
- Agility
- Adaptability
- Detail orientation
- Results Orientation
- Professional competence in applying Project Management for agile SEC professionals

8.1.1.2. Must be able to demonstrate an understanding of agile project management concepts and principles and discuss client collaboration, adaptive planning, iterative delivery, and continuous improvement;;

8.1.1.3. Must be able to discuss agile methodologies that promote agility, flexibility, and value-driven project delivery that mentions Scrum, Kanban, and Lean frameworks and describe the roles for each;

8.1.1.4. Must be able to apply agile planning and estimation, which leads them how to correctly estimate work, prioritize tasks, and create realistic release plans in an agile context;

8.1.1.5. Must be able to compare the execution techniques of agile project management versus that of the usual execution of project management;

8.1.1.6. Must be able to manage product backlogs by creating and refining user stories, define acceptance criteria, and groom the backlog for successful delivery;

8.1.1.7. Must be able to develop skills for engaging stakeholders, eliciting requirements, and ensuring clear and transparent communication throughout the project lifecycle;

8.1.1.8. Must be able to gain insights into reporting techniques that provide stakeholders with transparent and meaningful project status updates;

8.1.1.9. Must be able to apply techniques like sprint retrospectives, value stream mapping, and Kaizen events to identify areas of improvement, implement changes, and enhance project outcomes over time;

8.1.1.10. Must be able to develop leadership skills in an agile context, including empowering self-organizing teams, fostering collaboration, and resolving conflicts; create an environment that supports high-performing agile teams and promotes continuous learning and growth;

8.1.1.11. Must be able to prepare a plan of action with strategies for successfully adopting agile practices in the Commission; and

8.1.1.12. Must be able to address resistance to change, promote agile values, and facilitate cultural transformation to ensure the successful integration of agile project management.

8.1.2. Administrative Aspect

- 8.1.2.1. 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);
- 8.1.2.2. Must provide a copy of handouts and all other learning materials; and
- 8.1.2.3. Must conform to the sustainability efforts of the agency by:
 - 8.1.2.3.1. 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.
 - 8.1.2.3.2. Learning materials shall be submitted to the LRID for uploading in the SEC Learning Portal, a learning management system (LMS) of the SEC.
 - 8.1.2.3.3. Avoiding kitchen disposable items by bringing tumblers during the traditional/in-person conduct of learning programs.

8.1.3. Catering Services

- 8.1.3.1. **Participants.** Overall, there will be **FORTY (40) PARTICIPANTS** throughout the duration of the training. This includes the 30 participants, Learning and Development Team of the SEC and prospective LSP.
- 8.1.3.2. The catering services will be utilized in the dates specified under 8.2 of this document, at the 11F, The SEC Headquarters, Makati City.

8.1.3.3. Food and Meals

- 8.1.3.3.1. The catering services available and must fulfill the following requirements:

Date	Meals	No. of Persons
Day 1	AM and PM Snacks with one (1) round of soft drinks or iced tea; Managed buffet Lunch; free flowing coffee	40
Day 2	AM and PM Snacks with one (1) round of soft drinks or iced tea; Managed buffet Lunch; free flowing coffee	40

- 8.1.3.3.2. Managed buffet for lunch with soft drinks or iced tea (include special menus for Muslim participants - Halal, if necessary)
 - For lunch: Steamed Rice with at least 3 viands in combination of vegetables, fish and alternate of beef and chicken, assorted fruits for dessert and softdrinks/juices/iced tea for drinks
- 8.1.3.3.3. Plated AM and PM snacks with one (1) round of soft drinks or iced tea (include special menus for Muslim participants - Halal, if necessary)
 - For AM and PM snacks: Sandwich/Pasta/Kakanin with drinks/juice/tea
- 8.1.3.3.4. Complimentary hard candies
- 8.1.3.3.5. Drinking water shall be provided
- 8.1.3.3.6. Free flowing coffee, creamer and sugar
- 8.1.3.3.7. Food served shall be fresh, hot, and ready at least 30 minutes before each meal

8.1.3.4. Other requirements

- 8.1.3.4.1. **Maintenance.** The catering services must be properly cleaned and maintained.
- 8.1.3.4.2. **Client Satisfactory Rating.** The catering services must have a positive client satisfactory rating.
- 8.1.3.4.3. Other arrangements may be mutually agreed by the end-user and the supplier and/or service provider

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

Date/Day	Time	Modality/Venue
13 September 2023	8:00 AM - 5:00 PM	Traditional
15 September 2023	8:00 AM - 5:00 PM	Traditional

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.

8.3. 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

8.4. 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

8.5. **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.

9. Minimum Qualifications

- 9.1. Proven expertise in designing and conducting a program for project management
- 9.2. Advanced ability to customize the program tailored to the peculiar requirements of the agency
- 9.3. Advanced ability to engage the participants through application of suitable learning modalities
- 9.4. Ability to rate the performance of the participants during the program and provide guidance for improvement

10. Technical Evaluation Criteria

The Highest Rated Bidder is the bidder with the highest rated score based on the technical and financial bids submitted if the score passes the rate of 80%.

The technical and financial proposals of the shortlisted bidders will be evaluated through Quality-Cost-Based Evaluation (QCBE), based on the following criteria:

Criteria	Description	Points
TECHNICAL PROPOSAL (85%)		
Expertise/Education (Responsiveness of training design to the concept note)	<p>Background or mastery on the area of specialization (i.e. graduate degree, bachelor's degree, certifications, or memberships to associations/organizations)</p> <p>Points to be attributed based on the qualifications:</p> <ul style="list-style-type: none"> ● Graduate degree - 25 points ● Bachelor's degree - 20 points ● Trainings attended, Affiliations, Certifications or memberships to associations/organizations - 10 points <p>E.g., An LSP/RP with a graduate degree and a certified member of associations will receive a total of 35 points while an LSP/RP with a graduate degree and a certified member of associations will receive a total of 30 points</p>	35
Experience (Ability to execute masterfully)	<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 25 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- 	25

	structured with no definite timeline, no detailed work plan, and no appropriate results indicator - 1 to 10 points	
Integrity (Track record compared with competitors)	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) <ul style="list-style-type: none"> ● With proven credibility, character, ethical behavior or intellectual integrity in respect to the area of specialization - 10 to 15 points ● With little to no proven credibility, character, ethical behavior or intellectual integrity in respect to the area of specialization - 1 to 9 points 	15
Suitability (Feedback from previous clients who availed of the LSP's or consultant's services for the same type of training)	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) <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 coach and support participants beyond prescribed activity sessions - 5 to 10 points ● 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 	10
FINANCIAL PROPOSAL (15%)		

11. Responsibilities of the Parties

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

- 11.1.1. 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;
- 11.1.2. Provide the company profile and profile of the facilitator/s;
- 11.1.3. Conduct the Pre-training Orientation to promote the program to selected employees of the agency in coordination with the LRID;
- 11.1.4. Design an evaluation survey for participants to answer at the end of the project;
- 11.1.5. 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.
- 11.1.6. Develop the design and methodologies that will best fit the organizational needs in terms of the required expected outputs and deliverables;

- 11.1.7. Provide administrative support to assist during the conduct of the training;
- 11.1.8. 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
- 11.1.9. Provide catering services for the conduct of the activity in accordance with the terms stated in **8.1.3 (Catering Services)**; and
- 11.1.10. 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).

11.2. The SEC shall assume the following obligations:

- 11.2.1. Provide general supervision and direction on the conduct of the learning program;
- 11.2.2. 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;
- 11.2.3. Provide a representative that will provide the necessary data and information necessary for the conduct of the project;
- 11.2.4. Review and approve all changes in the execution of the proposed learning design prior to the conduct of the activities; and
- 11.2.5. Review and approve all project deliverables, and related activities based on the timetable and in accordance with this Terms of Reference (TOR).

12. Other items

12.1. 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.

12.2. 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.

12.3. 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.

12.4. 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.

12.5. Sustainability Efforts

The SEC has launched its sustainability efforts and to support this project, the HRAD-LRID promotes and encourages a sustainable corporate culture that will result in a better quality of life to SEC employees and the community where it interacts with. Therefore, the HRAD-LRID, the LSP and participants must strive to:

- Opt for paperless documents and other paperless alternatives; and
- Avoid disposable kitchen items. All attendees are required to bring their own tumblers. The HRAD-LRID commits to minimize the use of disposable and plastic in the meals that are being prepared and are for distribution.