



# PHILIPPINE INTERNATIONAL TRADING CORPORATION

5/F NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

## Request for Quotation RFQ Reference No. GAD-2020-11-006

### PROCUREMENT OF SEMINAR WORKSHOP RELATIVE TO THE CONDUCT OF GAD RELATED ACTIVITIES FOR PITC PERSONNEL

The **Philippine International Trading Corporation (PITC)** intend to apply the sum of the following amounts being the Approved Budget for the Contract (ABC) to payments under the contracts for the corresponding items, more particularly described as follows:

Lot No.	Item Description	Qty.	Approved Budget for the Contract (ABC) (PhP) (VAT Inclusive)
1.	Psychosocial and Mental Health First Aid	50 personnel	40,000.00
2.	Managing Stress and Anxiety at Home and in the Workplace during pandemic	50 personnel	40,000.00
<b>TOTAL ABC:</b>			<b>80,000.00</b>

Pursuant to Regional Memorandum No. 274 s. 2020 through Memorandum Circular No. 2020-03 on the adjustment and/on implementation of the FY 2020 GAD Plan and Budget (GPB) in the light of the Coronavirus Disease 2019 by the Philippine Commission on Women (PCW) and Presidential Proclamation Nos. 922 and 929 declaring a State of Public Health Emergency and, consequently, a State of Calamity throughout the Philippines enjoins all government agencies 'to render full assistance to and cooperation with each other and mobilize the necessary resources to undertake critical, urgent and appropriate disaster response aid and measures in a timely manner to curtail and eliminate the threat of Covid-19.

Target objectives:

1. Psychosocial and mental health management during this Covid-19 pandemic;
2. Raise awareness on the importance of maintaining care and support of well-being;
3. Stress debriefing;
4. Managing Emotional Intelligence;
5. Balancing the role of Men and Women during time of crisis;
6. Building healthy relationships at home and in the workplace.

Scope of Work:

1. Conduct two (2) days of workshop to at least 50 personnel, both organic and contractual not later than **18 December 2020**;
2. Facilitate psychosocial and mental health workshop seminar during this Covid-19 pandemic;
3. Provide slide presentations and materials needed during the discussion;
4. Provide digital Certificate of Attendance to participants;
5. NO face-to-face interaction. Sessions will be held thru virtual platform (zoom/teams)

In view of this, may we request Supplier to submit quotation with the following requirements, terms and conditions for compliance:

#### For submission:

#### 1. Minimum Eligibility Requirements:

- a. Valid and current PhilGEPS Registration
- b. DTI or SEC Registration;
- c. Business/Mayor's Permit for 2020 issued by the city or municipality where the principal place of business of the prospective supplier is located or equivalent;
- d. Valid and current Tax Clearance



**2. Technical Requirements:**

- a. Completely filled out PITC Technical Quotation Form, **Annex I:**
- b. Omnibus Sworn Statement (Revised)

**3. Financial Requirements:**

- a. Completely filled out PITC Financial Quotation Form: **Annex II** – Supplier's price proposal must not be more than the ABC and must be inclusive of VAT;
- b. Price must be valid for One Hundred Twenty (120) calendar days upon submission of quotation.

Should your company be interested, you may submit your **open quotation** on or before **Friday, 04 DECEMBER 2020 STRICTLY NOT LATER THAN 5:00 PM** thru the following email address:

- [ialayon.ptd@pitc1973.onmicrosoft.com](mailto:ialayon.ptd@pitc1973.onmicrosoft.com)
- [eloisa.laquian@pitc1973.onmicrosoft.com](mailto:eloisa.laquian@pitc1973.onmicrosoft.com)

**Note: Maximum size of email with attachment is six (6) MB only. You may email your quotation in parts if your attachment is more than six (6) MB.**

Thank you.

**EDWARD F. ALVAREZ**  
GAD Focal Person

After having carefully read and accepted the Terms and Conditions,  
I/we submit our quotation for the Procurement of Seminar Workshop Relative to the Conduct of  
GAD Related Activities for the PITC Personnel

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation of Company Authorized Representative (in print)

\_\_\_\_\_  
Contact Details (Tel. No., Fax No. & Email Address)

\_\_\_\_\_  
Date



**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.**

**Annex I (Page 1 of 1)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION  
TECHNICAL QUOTATION FORM**

**PROCUREMENT OF SEMINAR WORKSHOP RELATIVE TO THE CONDUCT OF  
GAD RELATED ACTIVITIES FOR PITC PERSONNEL**

**RFQ Reference No. GAD-2020-11-006**

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**INSTRUCTIONS TO THE Supplier:** Indicate **“COMPLY”** if Supplier’s Statement of Compliance meets the technical specifications as indicated. Do not leave any blank. A **“YES”** or **“NO”** entry will not be accepted. Failure to comply will result to rejection of the Supplier’s proposal.

Line No.	REQUIREMENTS IF AWARDED THE CONTRACT	Supplier’s Statement of Compliance
1)	Target objectives: 1. Psychosocial and mental health management during this Covid-19 pandemic; 2. Raise awareness on the importance of maintaining care and support of well-being; 3. Stress debriefing; 4. Managing Emotional Intelligence; 5. Balancing the role of Men and Women during time of crisis; 6. Building healthy relationships at home and in the workplace.	
2)	Scope of Work: 1. Conduct two (2) days of workshop to at least 50 personnel, both organic and contractual not later than <b>18 December 2020</b> ; 2. Facilitate psychosocial and mental health workshop seminar during this Covid-19 pandemic; 3. Provide slide presentations and materials needed during the discussion; 4. Provide digital Certificate of Attendance to participants; 5. NO face-to-face interaction. Sessions will be held thru virtual platform (zoom/teams)	

I/We, the undersigned Contractor, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date



## Omnibus Sworn Statement (Revised<sup>1</sup>)

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;

<sup>1</sup> Pursuant to GPPB Resolution No. 16-2020 dated 16 September 2020

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.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant



**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines, by the affiant/s himself/herself/themselves whom I was able to personally identify through his/her/their [*insert type of valid government identification card used*], which he/she/they has/have presented to me.

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 of issue*]

IBP No. \_\_\_\_\_ [*date issued*], [*place of issue*]

Doc No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_



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**Annex II**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION  
FINANCIAL QUOTATION FORM**

**PROCUREMENT OF SEMINAR WORKSHOP RELATIVE TO THE CONDUCT OF  
GAD RELATED ACTIVITIES FOR PITC PERSONNEL**

**RFQ Reference No. GAD-2020-11-006**

**PRICE MUST BE INCLUSIVE OF VAT**

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**NOTE: Supplier's price proposal/quotation must not exceed the ABC/Ceiling Price per item. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site.**

LINE NO.	Description	Quantity	Total ABC (PhP)	Supplier's Price Proposal (PhP)
1.	Psychosocial and Mental Health First Aid	50 personnel	40,000.00	
2.	Managing Stress and Anxiety at Home and in the Workplace during pandemic	50 personnel	40,000.00	
<b>TOTAL:</b>			<b>80,000.00</b>	

**Total Amount in Words:**

**Note:**

- I. Price must be valid for One Hundred Twenty (120) days upon submission of quotation;
- II. Payment to Contractor of the Contract Price, subject to applicable withholding tax shall be made within fifteen (15) days after full completion, and submission of the required documents as follows:
  1. Original and duplicate **BIR VAT registered Statement of Account or Billing Statement** issued under the name of the **Philippine International Trading Corporation** indicating **PITC TIN: 000-168-575**. Entries must be typewritten, or computer printed and **must be duly acknowledged and received by PITC's authorized representative;**

**CONTRACTOR'S UNDERTAKING**

I/We, the undersigned Contractor, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described services.

I/We undertake, if our proposal is accepted, to supply/deliver/perform the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date