

## **REQUEST FOR QUOTATION**

Date: 22 September 2023

Sir/Madame:

The Department of Foreign Affairs, Occupational Safety and Health Committee (OSHC) intends to request a quotation for the procurement of the Service Provider for the conduct of Basic Occupational Safety and Health (BOSH) Training for SO1.

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of Republic Act No. (RA) 9184), otherwise known as the Government Procurement Reform Act.

Please quote your best offer, subject to the Terms and Conditions provided below. You may submit your quotation duly signed by you or your authorized representative no later than 27 September 2023, 12:00NN, subject to the Terms and Conditions provided.

Open quotations may be submitted through email at the address and contact numbers indicated below. You may also refer to the Terms of Reference for the list of specifications and scope of service requirements.

For further information, please contact Ms. Edith Musanif or Ms. Rose Lynne Dumlao at telephone number 834-4000 local 4419 or email address at [hrmo.bwd@dfa.gov.ph](mailto:hrmo.bwd@dfa.gov.ph) and [dfacovidtesting@gmail.com](mailto:dfacovidtesting@gmail.com).

Thank you.

  
**GREG MARIE C. MARINO**  
Director  
Benefits and Welfare Division  
Human Resources Management Office

### **TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
3. The Approved Budget for the Contract is Php 280,000.00 , inclusive of all fees and taxes.
4. Compliance with the requirements is requested for the Department to consider your offer.

5. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

#### **TERMS OF REFERENCE**

- I. **PROJECT** : Procurement of the Service Provider for the conduct of Basic Occupational Safety and Health (BOSH) Training for SO1
- II. **APPROVED BUDGET FOR THE CONTRACT** : Php 280,000.00, inclusive of VAT and other taxes
- III. **TARGET PARTICIPANTS** : At least 200 DFA Safety and Health Officers

#### **IV. TESTING PROJECT DESCRIPTION:**

The Department of Foreign Affairs would like to procure a Service Provider for the Basic Occupational Safety and Health (BOSH) Training. The conduct of the training is in compliance with **Joint Memorandum Circular No. 1, s. 2020** entitled **Occupational Safety and Health (OSH) Standards for the Public Sector** issued by the Civil Service Commission (CSC), in coordination with the Department of Health (DOH) and the Department of Labor and Employment (DOLE) and Department Order 22-018.

#### **V. OBJECTIVE:**

This training aims to equip the DFA Personnel with the basic knowledge and skills on identifying safety, health, and environmental hazards; determining appropriate control measures, and developing and implementing OSH policies and programs.

#### **VI. SCOPE OF SERVICES AND REQUIREMENTS:**

The Service Provider shall follow the following requirements for the conduct of the BOSH Training.

##### **A. SERVICE PROVIDER'S QUALIFICATION:**

1. The Service Provider must be a DOLE-OSHC accredited Safety Training Organization (STO).
2. The Service Provider must have a knowledge and experience of at least 3 years in the field of provider Occupational Safety and Health Trainings/Seminars.
3. The Service Provider must have experience with the government procurement bidding process.

4. The Service Provider must have conducted the same training/seminar to at least 7 organizations for the last 3 years.
5. The Service Provider must be accredited by PhilGEPS.

**B. The Subject-Matter-Experts (SMEs) assigned to conduct the training must have the following criteria:**

1. College Graduate
2. With 3 years experience in OSH Management
3. With 3 years experience in conducting OSH trainings/seminars
4. Active safety practitioner/consultant as trainer

**VII. SERVICE PROVIDER'S RESPONSIBILITIES:**

The Service Provider shall:

1. Develop and conduct a training seminar specifically designed for the conduct of the Basic Occupational Safety and Health (BOSH) Training for SO1 within the contract period.
2. Design the training content based on Joint Memorandum Circular No. 1, s. 2020 entitled Occupational Safety and Health (OSH) Standards for the Public Sector and obtain the end-user's approval of the content prior to the actual training seminar
3. Conduct an 8-hour OSH orientation plus 2-hour training of trainers for the **2 batches of face-to-face seminars and 2 batches (2 sessions per batch; 4 hours per session) of zoom/online training seminars** within the contract period.

<b>Batch 1 (Face-to-Face)</b>	
AM to PM	Home Office and Consular Offices-NCR (45 pax)
<b>Batch 2 (Face-to-Face)</b>	
AM to PM	Home Office and Consular Offices-NCR (45 pax)

<b>SESSION 1 (Online Training)</b>	
AM (4 hrs)	RCOs, FSPs in the Americas, Asia and Pacific
PM (4 hrs)	FSPs in Europe, Middle East and Africa
<b>SESSION 2 (Online Training)</b>	
AM	RCOs, FSPs in the Americas, Asia and

(4 hrs)	Pacific
PM (4 hrs)	FSPs in Europe, Middle East and Africa

4. Can adjust to the time zones of the participants in the Foreign Service Posts in the zoom/online training seminar batches.
5. Provide sufficient modules necessary for the entire training seminar.
6. Provide SMEs who will handle the training seminar for the DFA Personnel.
7. Issue a training certificate upon completion, as required by DOLE to each DFA participant on the last day of each training batch.

#### **VIII. CONFIDENTIALITY OF DATA**

The Service Provider shall ensure that all data and information obtained in the course of the project is strictly confidential.

#### **IX. TERMS OF PAYMENT**

- A. The Service Provider shall be paid within thirty (30) working days upon the completion of the training seminar and submission of the sales invoice, with complete supporting documents, through List of Due and Demandable Accounts Payable (LDDAP).
- B. Payment shall be made through a send bill arrangement with the service provider.
- C. All payments shall be inclusive of all applicable taxes and other lawful charges.