



REQUEST FOR QUOTATION
SECTION 53.9
SMALL VALUE PROCUREMENT

DATE : AUGUST 9, 2022

PROJECT NO. : QCYDO-22-ETS-1111C

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : CONCEPTUALIZATION AND DEVELOPMENT OF TRANSFORMATIONAL LEADERSHIP MODULE
Approved Budget of the Contract : P 500,000.00
End-User / Implementing Office : QUEZON CITY YOUTH DEVELOPMENT OFFICE

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **AUGUST 12, 2022, 10:00 AM** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** issued by **QC BAC- Goods and Services**.

ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAC-Secretariat

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, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- 4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
- 5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 7. The City General Services Department (CGSD) shall have the right to inspect the goods.
- 8. Non-submission of eligibility documents shall mean disqualification of Quotation.
- 9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative 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 it.
- 10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<p>The service provider shall include the following services:</p> <ul style="list-style-type: none">1. Conceptualize and develop Transformational Leadership Module with learning quality, content appropriateness, and relevant references.2. Finalize learning outcomes, course content, course delivery, and assessment and evaluation tools.3. Conduct and facilitate the pilot testing of the Module and enhance its usability to the target beneficiaries. <p>Expected Outputs:</p> <ul style="list-style-type: none">1. The Module shall come in a video format per lesson with captions and a voice-over. The videos shall be produced and should complement the Module. Each video material shall be at a minimum of one (1) hour covering topics approved by the Quezon City Youth Development Office.2. The Module shall be furnished in sixty (60) pieces of soft-bound printed copies of the approved Module, colored and in letter size of the paper, along with a digital copy (PDF format) saved in a hard drive to be provided by the winning bidder.3. The Transformational Leadership Module shall cover the following areas:<ul style="list-style-type: none">a) Foundations of Leadership and Youth Governanceb) Decision-making and self-awareness	lot	1		

	<div><div>c) Motivation, Influence, and Persuasion</div><div>d) Managing Performance and Stakeholders</div><div>e) Case Studies/applications through the 9 Centers of Participation (namely: Health, Education, Economic Empowerment, Social Inclusion and Equity, Governance, Peace Building and Security, Active Citizenship, Environment and Global Mobility)</div><div>f) Course assessment and evaluation tools</div></div> <div>The total number of pages shall be proposed by the service provider based on the approved topics under each module area. Topics shall be approved by the Quezon City Youth Development Office.</div>				
TOTAL:					

Amount in Words: _____

Delivery Period

:

Upon request by the end user until Dec. 31, 2022

Warranty

:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

TERMS OF REFERENCE (TOR)

Conceptualization and Development of Transformational Leadership Module

I. PROGRAM DESCRIPTION

Transformational Leadership Program is an intensive training program for the youth in the areas of Health, Education, Economic Empowerment, Social Inclusion and Equity, Governance, Peace Building and Security, Active Citizenship, Environment, and Global Mobility.

The program module shall develop the youth's creativity, talent, and knowledge in addressing issues within their community. Likewise, the program shall serve as a tool for the youth to develop themselves as leaders, work with leaders and transform the lives of the children and youth in their respective communities.

II. OBJECTIVES

The City intends to request proposals from reputable and established service providers. The primary objectives of the program are as follows;

1. To assist the participants in developing specific skills needed for effective leadership;
2. To provide participants with a process for examining pressing issues facing their communities and knowledge of those issues;
3. To develop a pool of youth leaders per district that are motivated to be actively involved; and
4. To provide opportunities for participants to apply knowledge and skills through engagement with fellow youth leaders.

III. AREA OF COVERAGE

The intended project beneficiaries are ideally youth leaders aged 15 to 24 from across the districts in Quezon City.

IV. PROJECT DURATION

Project duration is until December 31, 2022 upon issuance of Notice to Proceed.

V. QUALIFICATIONS

The following shall be eligible to participate in the bidding process, provided that they meet the following criteria:

1. With expertise and experience in social work, leadership, and youth development work.
2. With at least two (2) years of experience in developing customized courses and modules.
3. Has successfully completed similar projects with government agencies/private organizations within the last three (3) years.

VI. BUDGET

The Approved Budget of Contract (ABC) for the project is FIVE HUNDRED THOUSAND PESOS (Php 500,000.00) inclusive of all applicable taxes, commissions, bank charges, remuneration, professional fee, and all incidental expenses such as printing of reports, deliverables, transportation, fuel, communications, etc. and other fees that may be incurred in the process.

This project is a fixed-price contract. Therefore, any extension of the engagement period shall not involve any additional cost to the city government.

VII. SCOPE OF WORK AND EXPECTED OUTPUT

The service provider shall include the following services:

1. Conceptualize and develop Transformational Leadership Module with learning quality, content appropriateness, and relevant references.
2. Finalize learning outcomes, course content, course delivery, and assessment and evaluation tools.
3. Conduct and facilitate the pilot testing of the Module and enhance its usability to the target beneficiaries.

Expected outputs:

1. The Module shall come in a video format per lesson with captions and a voice-over. The videos shall be produced and should complement the Module. Each video material shall be at a minimum of one (1) hour covering topics approved by the Quezon City Youth Development Office.
2. The Module shall be furnished in sixty (60) pieces of soft-bound printed copies of the approved Module, colored and in letter size of the paper, along with a digital copy (PDF format) saved in a hard drive to be provided by the winning bidder. .
3. The Transformational Leadership Module shall cover the following areas:
 - a) Foundations of Leadership and Youth Governance
 - b) Decision-making and self-awareness
 - c) Motivation, Influence, and Persuasion
 - d) Managing Performance and Stakeholders
 - e) Case Studies/applications through the 9 Centers of Participation (namely: Health, Education, Economic Empowerment, Social Inclusion and Equity, Governance, Peace Building and Security, Active Citizenship, Environment and Global Mobility)
 - f) Course assessment and evaluation tools

The total number of pages shall be proposed by the service provider based on the approved topics under each module area. Topics shall be approved by the Quezon City Youth Development Office.

VIII. PROJECT TIMELINE AND TERMS OF PAYMENT

Deliverables	Description	Period	Payment Schedule
Preparatory Documents / Activities	<ul style="list-style-type: none">• Approved syllabus of the Module with detailed project management details such as the Work Plan, Budget and Gantt Chart.	Two weeks from the issuance of Notice To Proceed	10%
Approved Module	<ul style="list-style-type: none">• Printed Module on soft bound (60 pcs)• Digital copy of the Module (PDF) saved in a flash drive• Video format with	4 weeks from the approval of the Preparatory Documents/Activities.	30%

	captions and voice over		
Pilot Test	<ul style="list-style-type: none"> The Module has been pilot tested via online and/or face-to-face training sessions for at least 50 beneficiaries. 	Two weeks after the provision of outputs expected under the second stage: "Approved Module".	30%
Enhanced Modules	<ul style="list-style-type: none"> Revised Module based on pilot test result 	Three weeks after the pilot test.	30%
		Total	100%

IX. OTHER TERMS AND CONDITIONS


- QC LGU has two (2) weeks to comment on the content as well as the final layout of the Module, from the receipt of the preparatory documents/activities.
- QC LGU shall be allowed up to three (3) major revisions of the Module, without any additional cost.
- The service provider shall hold Quezon City free and harmless of any liability arising from the intellectual property content not contributed by Quezon City.
- QC LGU owns the right to the copyright, reproduction, distribution, and other possible uses of the Transformational leadership Modules.

X. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver goods according to the standards and requirements set by the city shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations.

XI. TERMINATION OF THE CONTRACT

The contract may be terminated by the aggrieved party, in case of breach of contract, fault or gross negligence by the other party. Provided that, the other party failed to remedy the breach, fault or gross negligence despite the lapse of 30 days written notice from the aggrieved party.



DR. EDDILYN DC. DIVIDINA, DBA
 Head, QC Youth Development Office