

## REQUEST FOR QUOTATION

**Date** : \_\_\_\_\_

**RFQ No.:** \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **In-House Training on Fraud Awareness, Prevention and Detection** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **October 25, 2024, 10:00 AM**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement (notarized), latest Income/Business Tax Return, and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph); [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. 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 for the item/s as follows:

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p style="text-align: center;">IN-HOUSE TRAINING ON FRAUD AWARENESS, PREVENTION AND DETECTION</p> <p style="text-align: center;"><b>COURSE DESCRIPTION</b></p> <p>The training program will provide participants with a comprehensive understanding of fraud, its impact on organizations, and the strategies needed to prevent and detect it. The course covers various types of fraud, how to identify fraud risks, and the tools and techniques for detecting and mitigating fraudulent activities.</p> <p>Participants will learn about the importance of strong internal controls, ethical practices, and the legal implications of fraud. Additionally, it will provide a comprehensive training on the principles, methodologies, and best practices for detecting and preventing fraud, as well as implementing robust fraud prevention measures and strategies.</p> <p><b>OBJECTIVES</b></p> <p>The objectives of the training program are as follows:</p> <ul style="list-style-type: none"> <li>· Understand the nature of fraud and its impact on organizations</li> <li>· Recognize the various types of fraud that can occur in the workplace</li> <li>· Learn techniques for identifying and preventing fraudulent activities</li> <li>· Foster a culture of integrity and accountability to reduce the risk of fraud</li> <li>· Detect fraud effectively</li> </ul> <p><b>COURSE OUTLINE</b></p> <p>Module 1: Introduction to Fraud</p> <ul style="list-style-type: none"> <li>· Definition and types of fraud (e.g. asset misappropriation, corruption, financial statement fraud)</li> <li>· The fraud triangle: opportunity, pressure, ad rationalization</li> <li>· Consequences of fraud: financial, reputational, legal</li> <li>· Fraud trends and statistics</li> </ul> <p>Module 2: Fraud Risk Identification</p> <ul style="list-style-type: none"> <li>· Common fraud schemes and risks in different sectors</li> <li>· Red flags of fraud (financial discrepancies, behavioral indicators)</li> <li>· High-risk areas: procurement, payroll, financial reporting, etc.</li> <li>· Case studies of organizational fraud</li> </ul> <p>Module 3: Fraud Prevention Strategies</p> <ul style="list-style-type: none"> <li>· Role of internal controls and their importance</li> </ul>	

*Small Business Corporation is an Attached Agency of the Department of Trade and Industry*

- Fraud risk management: identifying, Assessing, and mitigating risks
- Corporate governance and setting the “tone at the top”
- Ethical culture and employee accountability
- Establishing a fraud prevention policy

#### Module 4: Fraud Detection Techniques

- Early warning signs of fraud
- Audits and fraud detection
- The role of data analytics and technology in identifying fraud
- Investigative techniques for uncovering fraud
- Whistleblower mechanisms and anonymous reporting channels

#### Module 5: Fraud Response and Reporting

- Steps to take when fraud is suspected or detected
- Conducting internal investigations
- Reporting procedures: internal and external reporting
- Legal considerations and working with law enforcement
- Ensuring confidentiality and whistleblower protection

#### Module 6: Legal and Regulatory Frameworks

- Key fraud-related laws and regulations (e.g., Anti-Fraud Acts, SOX, FCPA)
- Reporting requirements and compliance obligations
- International standards and guidelines on fraud prevention and detection

#### Module 7: Case studies and Practical Applications

- Review of real-world fraud cases and their outcomes
- Group activities: identifying fraud risks in specific scenarios
- Practical exercise in fraud detection and prevention
- Role-playing exercises for fraud response and investigation

#### Module 8: Final Assessment and Wrap-up

- Developing a fraud prevention and detection action plan for participant’s departments

#### Q&A session and final wrap-up

\*The proposed Course Module/Outline from the provider should align with the provided course description, objectives, and outline.

#### METHODOLOGY

- Pre-workshop Consultation
- Pre- and Post Evaluation/Profiling of Participants
- Lecture/Discussion
- Case Study/Workshop Exercises

#### DELIVERABLES

- Handouts
- Certificates of Attendance (within 5 working days after the conduct of the training program)
- Evaluation Report (Documentation of training – observations and recommendations of the facilitator)

#### SCHEDULE, PARTICIPANTS AND MODALITY

Total Number of Participants: Four hundred twenty-four (424) participants

Participants per day: One hundred forty-one (141) participants

Duration: Six (6) days: Three (3) batches with 2 days training per batch

Time: 9:00 am to 5:00 pm)  
 Schedule: To be agreed upon by both parties (Tentative: end of October 2024 to first week of November 2024  
 Modality: Face-to-face (for Makati Head Office participants) and Virtual/online via Zoom application (for other participants in Makati Head Office and all Area and Desk Offices)

**BUDGET**

Nine hundred thousand pesos (P900,000.00) inclusive of taxes and surcharges, and training materials

**TECHNICAL EVALUATION**

- Program Content/Module must be responsive to the requirements of SB Corporation
- Profile of the Individual/Assigned Facilitator(s) i.e. experience, expertise, engagement
- Individual/Assigned Facilitator(s) must have the following qualifications:
  - v Conducted similar training(s) within the last six (6) years i.e. from 2018 to 2024
  - v Conducted similar training(s) for banking/financial/government institution(s)

**DOCUMENTARY REQUIREMENTS**

- Proposed Program Content/Module indicating course outline, objectives, methodology and deliverables
- PhilGEPS Registration
- Company Profile
- Curriculum Vitae of individual/assigned facilitator(s) with the following information:
  - v Educational background
  - v Work and/or Consultancy experience
  - v Projects undertaken (indicating year conducted and name of clients)
- Mayor’s/Business Permit
- BIR Certificate of Registration (for company/training institution)/Income Tax Return (for individual facilitator)
- Omnibus Sworn Statement (for company/training institution), together with true copy of Secretary’s Certificate (for corporations)

<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) SBCorp Makati – Head Office	
c) Payment Term – 20 days after delivery	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Quantity (A)	Description/Brand/ Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC (Php 900,000.00) Tax Inclusive			In words _____ _____ In figures: _____

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.
12. 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 per day of delay. The SBCorp 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.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_