



## 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 **Consultancy Services** 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 **May 07, 2024 at 10:00am**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized), 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 *wjgc*

### 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;"><b>MSME EMPOWERMENT TRAINING PROGRAM FOR UNDERSERVED MSMEs IN SMALL ISLAND ECONOMIES UNDER THE CAPSTONE PROJECT – SERVING THE UNDERSERVED: ROVING ONE-STOP FINANCIAL MANAGEMENT AND MSME EMPOWERMENT HUB (ROS TO FAME HUB)</b></p> <p><b>I. BACKGROUND AND RATIONALE</b></p> <p>The Small Business Corporation (SB Corp) is mandated to fostering the growth of micro, small, and medium enterprises (MSMEs) in the Philippines by enhancing their access to formal finance at fair rates and providing capacity-building support programs.</p> <p>Extensive research highlights the challenge faced by many MSMEs, particularly micro-entrepreneurs, in securing formal financing due to a lack of financial management knowledge. In response, SB Corporation conducted a comprehensive training needs assessment (TNA) on April 3rd and 4th, 2024, in Polillo and Burdeos, Quezon. The findings of the TNA unequivocally underscore the insufficient financial education among MSMEs. Specifically, the results reveal that approximately 50% of respondents (49 to 50 out of 108) require training in Basic Financial Record Keeping and Business Planning.</p> <p>In light of these findings, the <i>ROS to FAME Hub</i> capstone project is poised to launch a targeted intervention aimed at addressing this gap. This intervention will provide a specialized course on financial management, with a focus on basic financial record keeping. The MSME Empowerment Training Program for Underserved MSMEs seeks to equip micro-entrepreneurs with fundamental yet crucial concepts in financial management. Through this initiative, SB Corporation aims to empower MSMEs with the knowledge and skills necessary to navigate the financial landscape effectively and sustainably.</p>	

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## II. COURSE DESCRIPTION<sup>1</sup>

This training program will provide the participants with a foundational understanding of the key principles and practical applications of **record keeping and financial management**. By enhancing their competencies as business owners and managers, the program aims to catalyze enterprise growth and ensure their sustainability toward greater financial inclusion. The course must be anchored on the Organization for Economic Cooperation and Development/International Network on Financial Education (OECD/INFE) Core Competencies Framework on Financial Literacy for MSMEs.<sup>2</sup>

## III. COURSE OUTLINE

- A. Importance of Recordkeeping
- B. Importance of Financial Management
- C. Computation of Household Expenses
  - Daily
  - Weekly
  - Monthly
  - Other seasonal Expenses
- D. Computation of Total Household Income
  - Income from business
  - Current members of the family
  - Contribution from other members of the family local and abroad
- E. Computation of Household Income vs. Household Expenses
- F. The Basic Business Equation
  - $\text{Sales} - \text{Expenses} = \text{Profit or Loss}$
  - Sample figures
- G. Computation of Business Income from Business
  - a. The Income Statement
    - Sales
    - Cost of Sales
    - Gross Profit
    - Operating Expenses
    - Net Income or Loss
  - b. Computation of Sales on Products
  - c. Computation of Sales on Services
- H. Cash and Credit Sales
- I. The Micro Business Expenses
  - Operating Expenses
  - Accounts Payable

- Loans Payable
- J. The Cash Flow Statement
- K. Tools in Basic Recordkeeping
- L. Saving for the Future
  - Importance of Saving
  - Ways to Save
- M. Income Statement Preparation of own business
- N. Business Options Based on Net Income or Net Loss
  - When Business Is Earning
  - When Business Not Earning
  - How to Find Funds to Finance the Business

#### IV. METHODOLOGY

- Profiling of Participants
- Pre- and Post Evaluation on the change in knowledge, skills, and attitudes of MSMEs
- Lecture/discussion
- Case Study/Exercises

#### V. SCOPE OF WORK AND DELIVERABLES

- Training design
- Training module that includes the topics enumerated in item III
- Pre- and post-assessment tool anchored on the OECD/INFE core competencies framework on financial literacy for MSMEs, specifically on the knowledge, skills, and attitudes of MSMEs
- Presentation deck
- Handouts and training kits
- Training delivery/facilitation
- Certificates of Participation
- Completion Report (*documentation of training per municipality, observations and recommendations of the facilitator*)
- Video recording of the training
- Refinement of the training design and module, along with documentation of the meetings held with the CP-FAME Team to refine and revise them

#### VI. SCHEDULE, PARTICIPANTS, AND MODALITY

**Number of Participants:** 45 participants per

*ABGC*

municipality

**Duration:** 1 day per course (8 hours per day or a total of 16 hours)

**Proposed Schedule:** May 14, 2024 (Polillo, Quezon), May 15, 2024 (Burdeos, Quezon)

**Modality:** Face-to-face

## VII. BUDGET

One Hundred Fifty Thousand Pesos (₱155,000.00) inclusive of hotel accommodation, transportation, all taxes, and surcharges.

## VIII. MODE OF PAYMENT

The mode of payment is progress billing. Payment shall be made upon completion/submission of the following deliverables:

Particulars	Amount (% of the quoted price)	Deliverables
1 <sup>st</sup> installment	80%	<ul style="list-style-type: none"><li>- Course Outline</li><li>- Training design</li><li>- Training module</li><li>- Pre-test and Post test tool on the change in knowledge, skills, and attitudes of MSMEs (anchored on OECD/INFE core competencies framework on financial literacy for MSMEs)</li><li>- Presentation deck</li><li>- Handouts and training kits</li><li>- Training delivery/facilitation</li><li>- Completion</li></ul> <p>Report (<i>documentation of training per municipality, results of the pre- and post-test evaluation, observations and recommendations of the facilitator</i>)</p> <ul style="list-style-type: none"><li>- Video recording of the training</li></ul>
Final installment	20%	Revised training design and module along with documentation of the meetings held with the CP-FAME Team

to refine and revise them

Payments are processed within 10 working days following the submission of the required reports.

#### **IX. QUALIFICATIONS OF SERVICE PROVIDER**

The assigned resource person(s) must have the following qualifications:

- ❖ Must have a master's degree in business administration or any related graduate courses; a professional license/s such as Certified Public Accountant, Engineer, etc. is an advantage
- ❖ Must have conducted seminars on topics related to financial literacy, enterprise enhancement, financial records keeping, financial statements preparation, and other related topics in the last five (5) years
- ❖ Must be willing and fit to travel to areas where the program will be implemented

#### **X. EVALUATION**

The proposals shall be evaluated using the following scoring system:

<b>Criteria</b>	<b>Weight Percentage</b>
Technical (qualifications of service provider)	80%
Financial (quoted price)	20%
<b>TOTAL</b>	<b>100%</b>

#### **XI. DOCUMENTARY REQUIREMENTS**

- Proposed Program Content/Module indicating course outline, objectives, methodology and deliverables
- PhilGEPS Registration
- Company Profile
- Curriculum Vitae of assigned facilitator(s) with the following information:
  - ❖ Educational background

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<ul style="list-style-type: none"> <li>❖ Work and/or Consultancy experience</li> <li>❖ Projects undertaken (indicating year conducted and name of clients)</li> <li>• Mayor's/Business Permit</li> <li>• BIR Certificate of Registration (<i>for company/training institution</i>)/Income Tax Return (<i>for individual facilitator</i>)</li> <li>• Omnibus Sworn Statement (<i>for company/training institution</i>)</li> </ul>	
<b>DELIVERY REQUIREMENT</b>	
a) 1lot	
b) see attached Terms of Reference	

**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)
<b>Php155,000.00 Tax Inclusive</b>			In words _____ _____ In figures: _____

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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: \_\_\_\_\_