

## 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 **To Conduct In-House Leadership Development Program for SBCorporation** 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 **November 07, 2025 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement\* 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 [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.

*\*Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*
2. *Special Power of Attorney:*

*a. Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*

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

 17th & 18th Floors, 139 Corporate Center, Valero St., Salcedo Village, Makati City 1227, Philippines  
 [sbcorporation@sbcorp.gov.ph](mailto:sbcorporation@sbcorp.gov.ph)

 5328-1100 -1110 and 1112-1116  
 [www.sbcorp.gov.ph](http://www.sbcorp.gov.ph)

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>
<b>TERMS OF REFERENCE</b>	<i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i>
<p style="text-align: center;"><b>IN-HOUSE LEADERSHIP DEVELOPMENT PROGRAM</b></p> <p><b><u>COURSE DESCRIPTION*</u></b></p> <p>Effective leadership and management are critical to the success of any organization. In the public sector, leaders play a key role in translating institutional mandates into actionable strategies that drive performance and deliver public value.</p> <p>To further strengthen the leadership capabilities of officers, the Corporation intends to conduct a Leadership Development Program designed to enhance participants' strategic thinking, performance management, and coaching and mentoring skills. The program aims to align leadership behaviors and competencies with SB Corp's strategic direction, performance standards, and human resource development priorities.</p> <p><b><u>OBJECTIVE*</u></b></p> <p>At the end of the program, participants are expected to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate enhanced understanding of strategic business insights and their application to decision-making and organizational improvement;</li> <li>2. Apply effective performance management techniques including target setting, KPI formulation, and performance rating;</li> <li>3. Exhibit coaching and mentoring skills in guiding subordinates towards professional growth and improved work performance; and</li> <li>4. Develop an individual leadership action plan aligned with organizational goals.</li> </ol>	

*Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications*

**COURSE OUTLINE\***

**MODULE 1: Strategic Business Insight**

**Objective:** Equip leaders with the ability to analyze, interpret, and apply strategic insights for sound decision-making and business growth.

**Topics:**

1. **Understanding the Strategic Landscape**
  - Overview of organizational vision, mission, and strategic direction
  - Environmental scanning: internal and external factors
  - Trends and challenges affecting the organization
2. **Strategic Thinking and Decision-Making**
  - Systems thinking and analytical frameworks
  - Balancing long-term strategy with short-term operations
  - Scenario planning and risk assessment
3. **Business Acumen for Leaders**
  - Key financial and operational metrics every leader should know
  - Data-driven decision-making
  - Case analysis: Applying business insight to organizational challenges
4. **Workshop/Group Activity:**
  - Strategy mapping exercise (linking goals, initiatives, and KPIs)
  - Presentation and debrief

**MODULE 2: Strategic Performance Management**

**Objective:** Strengthen participants' ability to set clear performance targets, monitor outcomes, and conduct performance assessments aligned with strategic goals.

*Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications*

**Topics:**

1. **Foundations of Strategic Performance Management**
  - Performance management cycle: planning, monitoring, reviewing, rewarding
  - Aligning individual and team targets with organizational objectives
2. **Target Setting and KPI Development**
  - Crafting SMART and measurable goals
  - Cascading organizational goals into individual performance plans
  - Practical workshop: Developing KPI templates
3. **Performance Rating and Evaluation**
  - Rating scales and common evaluation challenges
  - Ensuring fairness and objectivity in performance assessment
  - Managing underperformance
4. **Workshop/Case Discussion:**
  - Simulated target-setting and rating exercise

**MODULE 3: Coaching and Mentoring**

**Objective:** Develop the interpersonal and leadership skills necessary to coach, mentor, and empower team members toward higher performance and professional growth.

**Topics:**

1. **Coaching and Mentoring Fundamentals**
  - Distinction between coaching, mentoring, and counseling
  - The leader's role as a coach and mentor
  - Core competencies and ethical principles
2. **Effective Coaching Techniques**
  - GROW Model (Goal-Reality-Options-Way Forward)

*Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications*

- Active listening and powerful questioning
  - Providing constructive feedback
- 3. Mentoring for Talent and Succession Development**
- Identifying potential leaders
  - Building a mentoring culture
  - Sustaining developmental relationships
- 4. Workshop/Role-Playing Session:**
- Conducting a 1-on-1 coaching conversation
  - Peer and facilitator feedback
- 5. Program Integration & Action Planning**
- Reflection on learning
  - Development of personal leadership action plan

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

#### **METHODOLOGY**

The training program shall employ a blended learning approach, combining the following methods:

- Short lectures and expert inputs
- Interactive discussions and case analysis
- Workshops and simulation exercises
- Individual and group reflection
- Coaching demonstrations and role-playing activities

#### **EXPECTED OUTPUTS/DELIVERABLES**

The Training Provider shall deliver the following:

1. Training design and program flow
2. Qualified resource speakers/facilitators with relevant expertise
3. Provision of training kits, materials, and certificates

*Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications*

4. Venue, meals, and logistical support as follows:
  - Training room for requested number of participants (for onsite/face-to-face participants; located in Makati City)
  - Two (2) snacks and one (1) lunch per day per participant (including dietary preference of the participants; for onsite participants; located in Makati City)
  - Standard audio-visual equipment (i.e. projector, sound system, microphones; for onsite/face-to-face participants; located in Makati City)
  - Wi-Fi access and standby technical support (for onsite/face-to-face participants; located in Makati City)
  - Training assistant per batch [at least one (1)]
5. Documentation (attendance, photos, evaluation summary, pre- & post test results, and post-activity report)

**SCHEDULE, PARTICIPANTS AND MODALITY**

Location / Module	No. of Batches	No. of Participants	Target Participants
<b>Head Office (onsite/face-to-face)</b>			
Modules 1 & 2	1	40	OIC-Manager, Manager, OIC-VP, VP, SVP, EVP, P/CEO
Modules 2 & 3	2	80	Team Leader, Supervisor, OIC-Manager, Manager
<b>Area Offices (for Modules 2 &amp; 3; online)</b>			
Northern Luzon Group (Baguio), Visayas Group (Cebu), Mindanao Group (Davao)	1	30	Team Leader, Supervisor, OIC-Manager, Manager

**Duration:** Two (2) days or a total of sixteen (16) hours per batch

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

*Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications*

**Proposed Schedule:** November 2025 (*final schedule to be discussed*)

**Mode of Training:** Face-to-face and Online

### **BUDGET**

Nine Hundred Eighty-nine Thousand Pesos (P989,000.00) inclusive of professional fees, venue (for onsite), meals (for onsite), materials, logistical requirements, and applicable taxes.

### **MODE OF PAYMENT**

Payment to the service provider shall be made in the following manner, subject to the usual accounting and auditing rules and regulations:

- 15% upon awarding and signing of the contract;
- 50% upon commencement of the training program; and
- 35% upon completion of the program and submission of all the required outputs and deliverables to the satisfaction of the end-user.

### **QUALIFICATIONS OF THE TRAINING PROVIDER**

The service provider must meet the following qualifications:

1. Must be a duly registered training institution, consulting firm, or accredited learning provider
2. Must have at least five (5) years of proven experience in conducting leadership, management, or organizational development programs
3. Must have conducted at least two (2) similar engagements for government agencies
4. Must provide qualified resource persons/facilitators with relevant expertise in leadership, strategic management, performance management, and coaching
5. Must be capable of providing post-training documentation and evaluation

### **DOCUMENTARY REQUIREMENTS**

- Proposed Program Content/Module indicating course outline, objectives, methodology and deliverables

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

<ul style="list-style-type: none"> <li>• PhilGEPS Registration</li> <li>• Company Profile (including list of previous clients)</li> <li>• Curriculum Vitae of individual/assigned facilitator(s) with the following information:             <ul style="list-style-type: none"> <li>❖ Educational background</li> <li>❖ Work and/or Consultancy experience</li> <li>❖ Projects undertaken (indicating year conducted and name of clients)</li> </ul> </li> <li>• Mayor's/Business Permit</li> <li>• BIR Certificate of Registration (for company/training institution)/Income Tax Return (for individual facilitator)</li> <li>• Omnibus Sworn Statement (for company/training institution)</li> </ul>	<p><i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i></p>
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	

**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 Php989,000.00 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.

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

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: \_\_\_\_\_