



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9032006  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of a Training Provider for the Conduct of Online Seminar on 7 Habits of Effective Government Leaders  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFQ No. 2022 - 09 - 0112	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Education and Training Services	<b>Date Published</b>	20/09/2022
<b>Approved Budget for the Contract:</b>	PHP 241,920.00	<b>Last Updated / Time</b>	19/09/2022 14:44 PM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	23/09/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

PROCUREMENT OF THE SERVICES OF A TRAINING PROVIDER FOR THE CONDUCT OF AN ONLINE SEMINAR ON 7 HABITS OF EFFECTIVE GOVERNMENT LEADERS

I. PROGRAM: ONLINE SEMINAR ON 7 HABITS OF EFFECTIVE GOVERNMENT LEADERS

II. DATE OF IMPLEMENTATION: NOVEMBER 7-11, 2022 (4 half days & 1 full day)

III. VENUE: via ZOOM

IV. BACKGROUND/RATIONALE:

Pursuant to Section 7, Rule VIII of the Omnibus Rules Implementing Book V of EO 292 , it states that "...In establishing a continuing program for the development of personnel, each department/agency or local government unit shall: ....Design, implement and evaluate in-service training and development programs....", which include Middle Management Development and Executive Development Programs to enhance the managerial skills of personnel with supervisory functions, including third level officials.

The TDD has, therefore, lined up a Seminar on 7 Habits of Effective Government Leaders in compliance with the above provision and which also forms part of the development programs for this year's implementation.

V. BRIEF DESCRIPTION OF THE PROGRAM:

The 7 Habits of Effective Government Leaders is a leadership training program designed to enable both the new and experienced managers/leaders to acquire a set of tools to help them meet today's challenges such as conflict resolution, prioritization, coaching and performance management, accountability and trust, execution, collaboration, and employee development.

**V SPECIFIC REQUIREMENTS:**

- Training Provider/institution must be Civil Service Commission(CSC)-accredited;
- Must have at least five (5) years of experience as a training provider
- With expertise in the delivery of the 7 Habits of Effective Leaders or any similar and related trainings to government agencies or other reputable companies
- Can assign a competent and seasoned Resource Person/Facilitator
- Can deliver and facilitate the learning program using various methodologies for maximum learning
- Can prepare the e-certificates for the participants duly signed by the Resource Person
- Can administer the pre-assessment and post-training feedback and submit the results of the pre-assessment including the feedback report to DOT
- Can provide a Zoom platform for the conduct of the program
- Can conduct online training on November 7-11 2022 (4 half days and 1 full day, i.e. equivalent to 3 full days)

**VI. SCOPE OF DELIVERABLES:**

- Conduct of the online training on November 7-11, 2022 for a group of 25-30 employees
- Submission of training modules
- Submission of e-Certificates for the participants
- Delivery of the minimum course content, as follows:

**1) BE PROACTIVE**

New Normal Landscape and Challenges

- Leadership in the 21st C organization
- Meeting Business Challenges
- Tackling Ethical Challenges

**2) BEGIN WITH THE END IN MIND**

Best Practices and Values Review

- Identifying Core Strengths
- Gravitas and Excellence at Work
- The Power of Influence and Collaboration

**3) FIRST THINGS FIRST**

Self-assessment and Leadership Profiling

- Using the Enneagram and Archetypes
- Understanding Personality Types and Traits
- Managing the Multi-Generational workforce

**4)THINK WIN-WIN**

- Initiating, Creating, Innovating
- Root Cause Analysis and Decision- Making
- The Entrepreneurial Mindset

**5) SEEK FIRST TO UNDERSTAND**

Leadership Integrity and Attitude Development

- Integrity Centered Leadership
- Developing the Leader Within
- 5 Levels of Leadership

**6) SYNERGIZE**

Talent Development and Retention

- Core Values Alignment
- Prioritizing Leadership Behaviors
- Ensuring a High-Performance Culture

**7) SHARPEN THE SAW**

Transformational Leadership

- Inter-Intra Personal Relationship Building
- Transformational Leadership Competence
- Every Leadership has a story.

Delivery of the learning program using various methodologies for maximum learning including interactive online activities or icebreakers (e.g. through Mentimeter/Kahoot, etc.)

Submission of the pre-assessment and post-training feedback report

**VII. APPROVED BUDGET FOR CONTRACT: Php241,920.00 (inclusive of VAT)**

**VIII. TERMS OF PAYMENT : Government Procedure**

**IX. CONTACT PERSON : Jerlie S. Ganiga**

Training and Devt. Division

Contact Details: 8459-5200 local 426

Prepared by: Recommending Approval:

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**JERLIE S. GANIGA WILSON J. TELIG**  
 Administrative Officer V, TDD Chief Administrative Service Officer  
 Training and Development Division

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Training Service Provider	Procurement of Services of a Training Provider for the Conduct of Online Seminar on 7 Habits of Effective Government Leaders	1	Lot	241,920.00

**Other Information**

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph) on or before 23 September 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 19/09/2022

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