



Republic of the Philippines  
 Department of Agriculture  
 PHILIPPINE RURAL DEVELOPMENT PROJECT  
 South Luzon (Luzon B) Project Support Office  
 2nd Floor, ITCAF Building, Elliptical Road, Dilliman  
 Quezon City 1100, Philippines

**REQUEST FOR QUOTATION**  
**World Bank (WB) Shopping**

Date: October 29, 2018  
 Solicitation No. SH-0044-18-AP  
 Purchase Request No. 2018-023-AP

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please accomplish and submit this form together with Annex A to the Office of the PSO South Luzon, ITCAF Building 2nd floor, DA Compound, Elliptical Road, Dilliman, Quezon City or email at [sbacsec.southluzon@gmail.com](mailto:sbacsec.southluzon@gmail.com) on or before NOVEMBER 09, 2018 and 12:00NN. For clarifications, you may contact DA-PRDP Procurement Unit at telephone nos. (02) 928-8741 local 2570.

Very truly yours,

**DIGNA P. NARVACAN**  
 Chairperson, Special Bids and Awards Committee  
 (PRDP-PSO South Luzon)

PhilGEPS Posted  
 Date: \_\_\_\_\_

**Terms and Conditions:**

1. Specifications here in provided are the minimum requirements of the DA-PRDP. Hence a bidder must not offer lower specifications than required.
2. Bidders/Suppliers may submit alternate offer provided that the DA-PRDP SBAC's official canvass form shall be filled out with the offered brand/model (if applicable), unit price, and total price, signed properly, and attached together with the Bidder's/Supplier's own canvass form.
3. Quotations may be submitted by letter, facsimile, or by electronic means.
4. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
5. Price Quotation(s) submitted shall be valid for a period of THIRTY (30) days reckoned from the deadline for submission of quotations.
6. Terms of Delivery: On the day of the Activity
7. Place of Delivery: Please see Annex A
8. Terms of Payment: within 45 days after the conduct of the Activity
9. Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed
10. In case of discrepancy between the total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
11. **Mandatory Requirements :**
  - a) BIR Business Registration
  - b) PhilGEPS Certificate of Registration/ Printable PhilGEPS Membership Account with PhilGEPS Registration No.
 Failure to attach mandatory requirements shall result to automatic disqualification of proposal.

**Note:**

Income Tax Return, BIR Form No. 1701, 605 or 1905 may be required prior to payment.

\_\_\_\_\_  
 Signature over Printed Name  
 Canvasser

Registered Name of Company: \_\_\_\_\_  
 Tax Identification No. : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Name of Authorized Representative: \_\_\_\_\_

Procurement Form (Annex A)



Republic of the Philippines  
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Lot No.	Qty.	Unit	Purchaser's Specifications	Estimated Project Cost (EPC) in Php	Bidder's Specifications Specify brand and model (for Goods and IT Equipment)	Unit Cost	Total Cost
1	1	lot	Resource Person Date: December 11-14, 2018 (4 days) Venue: Metro Manila				
			The Resource Person shall:				
			-Develop a Training Module for lecture and workshop for the topics	Total EPC			
			a.) Communicating with Stakeholders and	40,000.00			
			b.) Data Visualization				
			-Conduct the four day training based on the generated training module				
			-provide e-copy of the presentation materials, handouts, reading materials and other relevant reference materials to be used in the training				
			*Please see attached Terms of Reference (T.O.R.) for further details				
			<i>page 1 of 2</i>				

OFFICE: **InfoACE**

PURPOSE: Hiring of Resource Person for the InfoACE Training on Communicating with Stakeholder and Data Visualization

IMPORTANT :The Supplier/Bidder have carefully read and fully understood the terms and conditions, minimum requirements and agree to furnish and/or deliver in conformity with specifications any or all said articles described above within delivery period from receipt of Purchase Order/Work Order.

The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) or Work Order (W.O.) at 2nd Floor, ITCAF Bldg, DA Compound, Elliptical Road, Diliman, Quezon City.

Dandy J. Pedrita

Signature over Printed Name  
 Procurement Officer

Name & signature of Authorized Representative: \_\_\_\_\_

Date Accomplished: \_\_\_\_\_

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

Procurement Form (Annex A)



Republic of the Philippines  
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**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
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Lot No.	Qty.	Unit	Purchaser's Specifications	Estimated Project Cost (EPC) in Php	Bidder's Specifications Specify brand and model (for Goods and IT Equipment)	Unit Cost	Total Cost		
			<i>Evaluation Criteria</i>						
			30%	<b>Educational Attainment</b> *Graduate of 4 yr communication, arts and design related course - 30% *Graduate of other 4 yr courses - 20%					
			30%	<b>Years of experience in the field of compliance, monitoring, policy and governance</b> *Atleast 6 yrs of work experience as communication, arts, and design resource person - 30% *Atleast 3 yrs of work experience as communication, arts, and design resource person - 20% *No work experience as communication, arts, and design resource person - 0%	Total EPC <b>40,000.00</b>				
			40%	<b>Qualification in the field of assignment</b> *Training related to communication, arts and design- 40% *Training related to either communication/arts/design- 30% *No training related to either communication/arts/design- 0%					
			100%	<b>Grand Total</b>					
			75%	<b>Passing Rate</b>					
			<i>page 2 of 2</i>						

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**Dandy I. Pedrita**

Signature over Printed Name  
 Procurement Officer

Name & signature of Authorized Representative: \_\_\_\_\_  
 Date Accomplished: \_\_\_\_\_  
 Registered Name of Company: \_\_\_\_\_





## **TERMS OF REFERENCE**

### **RESOURCE PERSON - COMMUNICATING WITH STAKEHOLDERS AND DATA VISUALIZATION**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB) for the purpose of financing the 'Philippine Rural Development Project (PRDP)' and it intends to apply part of the proceeds of this loan to payments for the Hiring of Resource Person for the conduct of the **InfoACE training on Communicating with Stakeholders and Data Visualization**.

The PRDP is a six-year (2014-2020) initiative of the government envisioned to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. PRDP will partner with the LGUs and the private sector in providing key infrastructure, facilities, technology, and information that will raise incomes, productivity, and competitiveness in the countryside. Specific investments and interventions are to be implemented under four central components of the Project, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

The Information, Advocacy, Communication, and Education (InfoACE) unit under the supervision of the I-SUPPORT component is regarded as one of the important factors in the successful implementation of the Project. As the image builder of the program, InfoACE performs advocacy thrust that encourages stakeholders' active participation in the program.

Advocacy activities, one of the primary functions of InfoACE, foresee to change attitude and build confidence among stakeholders in general and for the beneficiaries in particular to rise from the culture of passivity and "silent majority" to active participation in promoting government transparency and good governance. This can only be achieved through a sustained information, advocacy and communication activities.

Further, the InfoACE team goes beyond the data, facts and figures as it captures the implementation by putting a human face to the impact the project implementation through its success stories which are published and broadcast in local and national newspapers, television shows, and newswire agencies for the public to know and eventually lobby local support from them.

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*"Enabling Communities, Expanding Opportunities."*

Education should also be strengthened to focus on the development, packaging and dissemination of education materials such as primer, checklist, techno guide and the like to engage stakeholders and beneficiaries and help them make informed and better decisions.

With this in mind, the PRDP South Luzon Project Support Office (PSO) plans to conduct training on effective Communicating with Stakeholders and Data Visualization. The four-day training generally aims to enhance the communication skills of the PRDP NPCO, South Luzon PSO, and RPCOs unit front liners in engaging with various Project stakeholders especially in the grassroots level and crafting effective pictorial and graphical presentations for reports and other communication materials.

To ensure that the desired objective will be properly delivered, the InfoACE unit of the PSO-South Luzon Cluster seeks the expertise of the Resource Person for the conduct of the InfoACE training on Communicating with Stakeholders and Data Visualization.

Specifically, the Resource Person shall:

1. Develop a training module (lecture and workshop for 50 persons) for the topics (a) Communicating with Stakeholders and (b) Data Visualization. The training will be conducted for four days on an eight-hour session per day.
2. Discuss and expound (a) Communicating with Stakeholders and (b) Data Visualization.
3. Conduct workshops relative to the abovementioned topics.
4. Provide e-copy of the presentation materials, handouts, reading materials, and other relevant reference materials to be used in the training.

#### **Contract Price**

The training cost is Forty Thousand Pesos Only (PhP40, 000.00) for four-day session.

#### **Payment Schedule**

Thirty (30) to forty-five (45) days upon completion of supporting documents for payment.



**SHANDY M. HUBILLA**

Deputy Project Director  
PRDP PSO South Luzon (Luzon B)  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
Project Support Office Luzon B  
2<sup>nd</sup> Floor ITCAF Building, DA Compound  
Elliptical Road, Diliman, Quezon City  
Tel/Fax No.: (02) 928-87-41 to 64 Local 2570  
E-mail: prdpluzonb@gmail.com

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