



REQUEST FOR PROPOSAL (RFP)
AMP-SVP-RISKMGT-2022-04

June 2, 2022

Name of Consultant/Consulting Firm: _____

Address: _____

TIN: _____

PhilGEPS Registration No. (required prior to award) _____

The **Small Business Corporation (SB Corporation)**, through its Bids and Awards Committee (BAC), intends to engage the services of a qualified and proficient Trainor/Facilitator in the development of the risk and opportunities register of core business, support, and governance units' processes through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of this procurement project is indicated below:

Duration of Training Program	Description	Approved Budget for the Contract (ABC) in PhP
Ten (10) days	Comprehensive Risk Management Training for the Development of the Risk and Opportunities Register of SB Corporation	P200,000.00

The **Terms of Reference (TOR)** is attached for your guidance/reference.

Eligible individual trainor/facilitator of known qualifications are invited to submit their **proposals** and **Curriculum Vitae** not later than **June 10, 2022 (Friday) at 10:00 a.m.**, subject to the Terms and Conditions provided in the attached TOR.

A **copy** of each of the following are also required to be submitted **prior to award**:

- a) Latest **Mayor's/Business Permit (for consulting firm)**
- b) **BIR Certificate of Registration (for individual consultant)**
- c) Latest **Income/Business Tax Return**
- d) **Omnibus Sworn Statement (GPPB-prescribed form)**

Open proposals may be submitted manually at the address below:

BAC Secretariat (C/o Betsy Mendoza or Annie Reyes)
17F 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City

or through email address mcmendoza@sbcorp.gov.ph or areyes@sbcorp.gov.ph

For inquiries or clarifications regarding the project, please get in touch with Mr. Noel P. Cortez at telephone number 53281100 to 10 local 1821 or email address ncortez@sbcorp.gov.ph


ATTY. CANDICE A. CABRIDO
BAC Chairperson


Betsy

INSTRUCTIONS

- 1) Accomplish this RFP correctly and accurately.
- 2) Do not alter the contents of this form in any way.
- 3) **Failure to attach you Curriculum Vitae will disqualify your proposal.**
- 4) Failure to follow these instructions will disqualify your entire proposal.

After having carefully read and accepted the Terms of Reference (TOR) herein attached, I/we submit our quotation/s for the item as follows:

FINANCIAL OFFER

Please provide your quotation in the table below. **The information stated below shall be the basis for the evaluation and calculation of your total proposal**, and does not reflect the guaranteed price.

Project Name: Comprehensive Risk Management Training for the Development of the Risk and Opportunities Register of SB Corporation	
Approved Budget for the Contract (ABC)	Your Quotation
Two Hundred Thousand Pesos (P200,000.00)	<hr/> (Please state your quotation in words and in figures)

Signature over Printed Name

Position Title/Designation

Office Telephone No. / Mobile No.

Email address