



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 **IN-HOUSE TRAINING ON PHILIPPINE FINANCIAL REPORTING STANDARDS (PFRS) AND PHILIPPINE ACCOUNTING STANDARDS (PAS)** 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 **September 20, 2023 at 10:00am.** A copy of your **latest Business/Mayor's Permit, Philgeps Registration, 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 jbpcruz@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.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item #	Item & Description	Qty.	Unit Price

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p><u>COURSE DESCRIPTION*</u></p> <p>This training will provide the participants with a comprehensive understanding of the key principles and practical applications of PFRS/PAS to enhance their competencies as well provide understanding of PFRS/PAS to properly implement the standard and determine the requirements for the implementation of PFRS/PAS.</p> <p><u>COURSE OUTLINE*</u></p> <p>Day 1</p> <ul style="list-style-type: none"> I. Financial Instruments: Disclosure and Presentation (PAS 32) II. Financial Instruments: Recognition and Measurement (PAS 39) III. Financial Instruments: Disclosures (PFRS 7) IV. Financial Instruments (PFRS 9) V. Investments in Associates and Joint Venture (PAS 28) <p>Day 2</p> <ul style="list-style-type: none"> I. Provisions, Contingent Liabilities and Contingent Assets (PAS 37) II. Impairment of Assets (PAS 36) III. Fair Value Measurement (PFRS 13) <p>Day 3</p> <ul style="list-style-type: none"> I. Accounting Policies, Changes in Accounting Estimates and Errors (PAS 8) II. Events after Reporting Period (PAS 10) III. Income Taxes (PAS 12) IV. Employee Benefits (PAS 19) 	

Day 4

- I. Property, Plant and Equipment (PAS 16)
- II. Leases (PAS 17)
- III. Investment Property (PAS 40)
- IV. Non-current Assets held for Sales and Discounted Operations (PFRS 5)

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

METHODOLOGY

- Pre-workshop Consultation
- Pre- and Post Evaluation/Profiling of Participants
- Lecture/Discussion
- Case Study/Exercises

DELIVERABLES

- Handouts
- Certificates of Attendance and/or Completion
- Evaluation Report (*Documentation of training – observations and recommendations of the facilitator*)

SCHEDULE, PARTICIPANTS AND MODALITY

Number of Participants: 20-25 participants per day

Duration: 4 days (8 hours per day or a total of 32 hours)

Proposed Schedule: September 28-29, October 4-5, 2023 (tentative)

Modality: Face-to-face and Virtual/online via Zoom application

TECHNICAL EVALUATION CRITERIA

- Program Content/Module must be responsive to the requirements of SB Corporation
- Training hours can be equivalent to CPD units/accreditation (*preferably*)
- Individual/Assigned Facilitator(s) must have the following qualifications:
 - ❖ Experience in external auditing and assurance
 - ❖ Work experience or consultancy experience in a banking/financial institution or government

- institution
- ❖ Minimum of three (3) years of experience in conducting similar training(s) on PFRS topics
- ❖ Conducted similar training(s) on PFRS topics for banking/financial/government institution(s) [*preferably*]
- ❖ Certified Public Accountant

FINANCIAL EVALUATION (20%)

The score will be based on the quoted price.

DOCUMENTARY REQUIREMENTS

- Proposed Program Content/Module indicating course outline, objectives, methodology and deliverables
- PhilGEPS Registration
- Company Profile
- Curriculum Vitae of individual/assigned facilitator(s) with the following information:
 - ❖ Educational background
 - ❖ Work and/or Consultancy experience
 - ❖ Projects undertaken (indicating year conducted and name of clients)
- Mayor's/Business Permit
- BIR Certificate of Registration (*for company/training institution*)/Income Tax Return (*for individual facilitator*)
- Omnibus Sworn Statement (*for company/training institution*)

DELIVERY REQUIREMENT

a) 1 lot

b)

Terms of Payment: Check payment, 15 working days upon complete deliver

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.

PROCUREMENT OF (name of item/s to be procured)			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
Php300,000.00 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.
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: _____

TERMS OF REFERENCE IN-HOUSE TRAINING ON PFRS

COURSE DESCRIPTION*

This training will provide the participants with a comprehensive understanding of the key principles and practical applications of PFRS to enhance their competencies as well provide understanding of PFRS to properly implement the standard and determine the requirements for the implementation of PFRS.

COURSE OUTLINE*

Day 1

- I. Financial Instruments: Disclosure and Presentation (PAS 32)
- II. Financial Instruments: Recognition and Measurement (PAS 39)
- III. Financial Instruments: Disclosures (PFRS 7)
- IV. Financial Instruments (PFRS 9)
- V. Investments in Associates and Joint Venture (PAS 28)

Day 2

- I. Provisions, Contingent Liabilities and Contingent Assets (PAS 37)
- II. Impairment of Assets (PAS 36)
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Day 3

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Proposed Schedule: September 28-29, October 4-5, 2023 (tentative)

Modality: Face-to-face and Virtual/online via Zoom application

BUDGET

Three Hundred Thousand Pesos (₱300,000.00) inclusive of all taxes and surcharges

EVALUATION CRITERIA

- Technical/Qualifications : 80%
- Financial/Budget : 20%
- 100%

TECHNICAL EVALUATION CRITERIA

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 - ❖ Work experience or consultancy experience in a banking/financial institution or government institution
 - ❖ Minimum of three (3) years of experience in conducting similar training(s) on PFRStopics
 - ❖ Conducted similar training(s) on PFRS topics for banking/financial/government institution(s) [*preferably*]
 - ❖ Certified Public Accountant

FINANCIAL EVALUATION (20%)

- The score will be based on the quoted price.
- Formula: Bidder = "n" points
$$\text{where } n = \left[\frac{\text{Quoted Price of Lowest Bidder} \div \text{Quoted Price of the Bidder Being Rated}}{100} \right] \times 20\%$$

DOCUMENTARY REQUIREMENTS

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 - ❖ Educational background
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