



Sir / Madam:

Please furnish us with your quotation on or before **November 10, 2020 @ 5:00PM** for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	2 Days (34 Pax)	<p>Hiring of Resource Speaker to conduct Direct Marketing Training to a maximum target of Thirty Four (34) Pax: Twenty One (21) Regional Communication Officers & Thirteen (13) PASSED Personnel with the following requirements: ABC = P 85,000.00 for 2 Days</p> <p>COURSE OUTLINE:</p> <ol style="list-style-type: none"> Understanding Direct Marketing; Types of Direct Marketing; Challenges in Direct Marketing; Techniques on How to Bridge the Gap between Government Agencies & Target Clients; Creating Effective Direct Marketing Campaign & Communication; Effective Use of Direct Marketing in Government Agencies; Best practices on Direct Marketing: <ol style="list-style-type: none"> Private Organizations Government Agencies Customer Relationship Management <p>SCHEDULE & TRAINING VENUE:</p> <p>To be conducted on December 17 - 18, 2020 (subject to change) from 8:00AM to 5:00PM, via Microsoft Teams.</p> <p>RESOURCE SPEAKER:</p> <p>He / She is required to conduct a demo teach & shall be rated based on the following criteria as specified in the attached Demo Teach Evaluation Form (DTEF):</p> <ul style="list-style-type: none"> *Mastery of the Topic - 40% *Training Methodologies - 30% *Communication Skills - 30% *Passing Rate - 85% <p>OTHER REQUIREMENTS: (To be sent via e-mail up to the closing date only)</p> <ol style="list-style-type: none"> Submission of Course Design / Course Outline which includes the speaker's training methodologies & approach Workshops / Training Activities Resource Speaker's comprehensive resume, which includes the relevant trainings he / she has conducted / facilitated <p>LDD – Memo dated 11-03-2020 received by PPMD on 11-04-2020 with Request # 2020-0283 [APP FY 2020, August 1st Update #1 - Training & Personnel Improvement (TPI) Trainings / Seminars (Intervening Programs) - Professional Fee of Resource Speaker)</p>		P (for 2 Days)

Payment Terms: Government Terms (Payment is upon delivery of items / services and submission of billing documents.)

Price validity : Three (3) Months

- NOTE/S:**
- For canvass with an ABC of P 100,000.00 and above, the winning bidder is required to post a Performance Bond from receipt of Notice of Award equivalent to 5% Cash (Goods & Consulting Services) & 10% Cash (Infrastructure), Cashier's / Manager's Check, Bank Guarantee / Draft or 30% Surety Bond callable upon demand, of the contract price.
 - Supplier is required to indicate his PhilGeps Registration Number on the canvass form.
 - SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations
 - Alternative offer is not allowed.
 - For further clarification, please call Ms. Maria Isabella Diaz / LDD @ (0933)9788646 or (8) 920-6401 local 5777 or via e-mail diazma@sss.gov.ph.
 - Please accomplish the Request for Quotation (RFQ) Form, sign and send immediately thru email (ppmd@sss.gov.ph, bansilea@sss.gov.ph) or submit at Procurement Planning and Management Department, 2nd flr. SSS Main Bldg., East Ave., Quezon City before the closing date.

This is to certify that my Company is updated in the payment of contributions and loans to SSS, & conformed with the above terms & conditions, and the data / quotation indicated are valid.

Owner/Company Representative
(Sign over Printed Name)

Reminder : Price quotation should be made with extra care taking into account the specification and unit of quantity to avoid errors. The offeror binds himself to this quotation.

Please indicate below your Business Name, Address and Telephone Number and Date Received.
Your Business SSS No. _____
PhilGeps Registration No. _____
T I N _____
Date Received : _____

(Business Name)

(Address & Telephone No.)

(E-mail Address)

Very Truly Yours,

HYDEE R. RAQUID *g-r*

Department Manager III

Procurement, Planning & Management Department

Tel No. 920-6401 loc 5504-5507/5549

Fax No. 435-9861

E-mail Address: bansilea@sss.gov.ph; pmd@sss.gov.ph



DEMO TEACH EVALUATION FORM (DTEF)

Program: _____

Duration & Venue: _____

Resource Speaker: _____

Participants: _____

This DTEF will evaluate the effectiveness of the course and resource speaker.
Your comments are likewise valuable to us.

LEGEND:

Passing Rate is **85%**

A. MASTERY OF THE TOPIC		WEIGHT (%)	RATING	COMMENTS
1	The objectives of this course are clearly defined and well-explained to participants.	8%		
2	The resource speaker is an expert in the subject matter.	8%		
3	He/she was able to present facts, statistics and relevant examples.	8%		
4	He/she was able to adjust to his/her learners level of learning.	8%		
5	He/she was able to address all my questions / issues / concerns.	8%		

40%

B. COMMUNICATION SKILLS		WEIGHT (%)	RATING	COMMENTS
6	He/she is fluent in both English and Filipino. He/she speaks with confidence and used minimal fillers.	6%		
7	He/she used the appropriate volume and tone of voice to convey the message and provide impact to his/her presentation.	6%		
8	He/she used appropriate nonverbal cues to develop trust, clarity and to add interest to the presentation (e.g. body language, eye contact, facial expressions, etc.).	6%		
9	He/she listened actively to his/her participants by asking questions to clarify points and provided feedback when necessary.	6%		
10	He/she exhibited open-mindedness and empathy to the participants.	6%		

30%

C. TRAINING METHODOLOGIES		WEIGHT (%)	RATING	COMMENTS
11	He/she was able to set classroom rules and maintain order & discipline.	6%		
12	He/she was able to manage classroom situations appropriately. Sessions were not rushed.	6%		
13	He/she was interesting, stimulating, informative and entertaining.	6%		
14	He/she used varied, relevant & engaging activities (e.g. lectures, SLEs, group discussions, role playing, video presentations, etc.).	6%		
15	He/she was able to establish a positive learning environment that encouraged participants to share and ask freely without fear of being judged.	6%		

30%

TOTAL

100%

D. OTHER COMMENTS	E. AREAS FOR IMPROVEMENT
What do you like most about this training?	What improvements should be made to make this training better?

Thank you for your feedback.