



**University of Science and Technology of Southern Philippines**

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

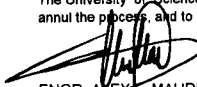
**INVITATION /REQUEST FOR SUBMISSION OF PRICE QUOTATION**  
Posted in PhilGEPS Website/Conspicuous Place at the Procuring Entity

The University of Science & Technology of Southern Philippines, through the Bids and Awards Committee (BAC) hereby invites interested parties to submit quotation for the procurement of the following item:

Reference No.	Qty.	Unit	Specification/Description	Budget for the Contract	Mode of Procurement
RFQ-NP-SVP-094-2021	Please see details below	Please see details below	<b>Negotiated Procurement for Training for HR Personnel.</b>	<b>₱60,000.00</b>	Small Value Procurement- Section 53.9, Rule XVI, Revised IRR of RA 9184)

Deadline for the submission of quotation is on March 30, 2021 at 12:00 noon at the Procurement Unit, 2nd Floor, USTP Gymnasium building. You may submit your quotation through fax number 856-4696 / 856-1739 or through personal delivery in a sealed envelope.

The University of Science & Technology of Southern Philippines reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

  
ENGR. ALEX MAUREAL  
BAC Chairman



Date: March 25, 2021  
Quotation No.: RFQ-NP-SVP-094-2021

Name of Project: Procurement for Training  
for HR Personnel.

The Manager

Cagayan de Oro City

Please quote your lowest price on the item/s listed below, subject to the general Conditions stated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than March 30, 2021 at 12:00 noon. Please enclosed in a sealed envelope.

ENGR. ALEX L. MAUREAL

BACI Chairman

- NOTE:
1. DELIVERY PERIOD WITHIN 7 CALENDAR DAYS UPON RECEIPT OF PO.
  2. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS
  3. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED. (if applicable)
  4. THE USTP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS FOR ANY JUSTIFIABLE AND REASONABLE GROUND WHERE THE AWARD OF THE CONTRACT WILL NOT REDOUND TO THE BENEFIT OF THE GOP.
  5. REQUIREMENTS: 1) PHILGEPS REGISTRATION (PLATINUM MEMBERSHIP).

ITEM #	QTY	UNIT	DESCRIPTIONS AND SPECIFICATIONS	APPROVED UNIT COST (php)	UNIT PRICE
1	1	lot	"The Agile HR" Online In-House training Courses 25 participants (Maximum number) (see attached TOR)	60,000.00	

Delivery Period:

Price Validity:

After having carefully read and accepted for General Conditions, I/We quote on the item at prices noted above.

Pangan-In house  
RFQ-NP-SVP-094-2021  
Resolution No. 112 s. 2020  
PR No. 115-2021

Tel. #/address/e-mail add

Date

C.M. Recto Avenue, Lapanan, Cagayan de Oro City 9000 Philippines. Tel. Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 | www.ustp.edu.ph



## FINAL TERMS OF REFERENCE (TOR)

### "The Agile HR" Online In-House Training Course

The University of Science and Technology of Southern Philippines (USTP) is requesting applications from HR Consultancy organizations or related professionals to conduct an in-house training to USTP-CDO Office of the Human Resource Management Division (HRMD).

#### I. BACKGROUND

The HRMD has continuously strived to offer the best services to both internal and external clients. With this in mind, it is imperative that there is a necessity in constantly finding ways to improve the knowledge, skills, attitudes and other characteristics relevant to the job function of employees working under HRMD in order to maintain the quality of work.

#### II. OBJECTIVE AND EXPECTED OUTPUT

The training intervention aims to serve as a foundation for the follow-through programs and plans on strengthening organizational resilience in times of crisis such as the COVID-19 pandemic.

#### III. SCOPE OF WORK

1. Upskilling Talents
  - a. Competency Development
  - b. Pre-Service, In-Service and Post Service Programs
2. Managing Performance
  - a. Performance Evaluation
  - b. Performance Feed
3. Dealing with Underperformers
  - a. Coaching and Counseling Programs

IV. **PROJECT DURATION:** 8 Hours

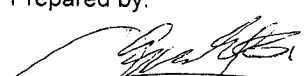
V. **ABC:** Php 60,000.00

VI. **Qualification Criteria**

The HR Consultancy organization shall be considered in the following criteria:

- a. Training services in line with the needs of the HRMD
- b. Able to provide pre and posttest evaluations
- c. Qualifications of Personnel
  - Specializes in HR and Organization Development Practices
  - Consultancy experience
  - Expertise in Business Management

Prepared by:

  
**CYRAH C. BACOTO, Rpm**  
HRDO II, HRMD  
USTP CDO

Noted by:

  
**DR. MARIA CECILIA L. PANGAN**  
Director, HRMD  
USTP CDO