

REQUEST FOR QUOTATION

REFERENCE NO.: **MR25-04-043**

We are inviting all interested suppliers to submit their best quotation for the **PROCUREMENT FOR THE SERVICE OF A LECTURER/TRAINER FOR THE CONDUCT OF A 4-HALF DAY IN-HOUSE TRAINING ON MICROSOFT EXCEL:**

I. QUALIFICATIONS OF THE LECTURER/TRAINER

1. The Training Provider must be a Microsoft Partner in Learning Solutions and provide a Microsoft Certificate of Achievement to the attendees after the training completion.
2. The Training Provider/Subject Matter Expert shall be highly proficient or an expert in customizing a training design/module appropriate to the objectives of the training course.
3. The Training Provider/Subject Matter Expert shall develop an interactive learning program.
4. Must have conducted training in Microsoft Excel for the past three (3) years.
5. Must have experience in conducting lectures and training in government corporations or agencies.
6. The lecturer must hold a bachelor's degree in Information Technology, Computer Science, or any related field. A certification or specialized training in Microsoft Excel is an advantage.

II. SERVICES TO BE PERFORMED

1. Conduct a 4- half day hybrid training session on **Microsoft Excel 2021** applications, covering basic and advanced functionalities.
2. Provide training materials (e.g., slides, handouts, and sample files) in soft copy before the training commences.
3. Shall be able to accommodate a minimum of 15 participants.
4. Provide certificates of completion to all participants.
5. Address participant queries during and after the training sessions to ensure understanding.
6. Submit a training summary report and participant evaluation feedback to the client at the end of the engagement.

III. SCOPE OF WORK

1. Prepare and provide a copy of handouts, activities, or presentation materials used in the training.
2. Conduct pre- and post-training tests.

3. The training program shall include the following modules:

Day 1: Excel Basics

- Navigate Excel, create workbooks, and perform basic calculations
- Modify and format worksheets.
- Set up layouts and print workbooks.

Day 2: Intermediate Excel

- Use advanced functions and manage lists.
- Analyze data with tables, charts, and conditional formatting.
- Create and analyze PivotTables and PivotCharts.

Day 3: Advanced Excel

- Work with multiple worksheets, links, and references.
- Protect workbooks and automate tasks with macros.
- Use lookup functions, forecast data, and create sparklines.

IV. PERIOD OF ENGAGEMENT

The training will be conducted over four (4) half days. Each session will run from 9:00 AM to 1:00 PM, with a 30-minute break in between.

V. FEES

The proposed rate shall be inclusive of all government taxes and shall not exceed **₱150,000.00**.

Approved Budget : ₱150,000.00 (VAT Inclusive)

Submission of Quotation and Eligibility Requirements : May 2, 2025

Mode of Procurement : Small Value Procurement

Eligibility Requirements :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and accordance with GPPB Circular 04-2020 dated September 16, 2020)

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE

National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 840-4862
Attention: BAC Secretariat

Reference Number: **MR25-04-043**

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government Terms
2. Period of Engagement- The training will be conducted over four (4) half days.
Each session will run from 9:00 AM to 1:00 PM, with a
30-minute break in between.

(signed)

AGM LEOPOLDO JOHN F. ACOT

Chairperson, Bids and Awards Committee