



REQUEST FOR PRICE QUOTATION/ PROPOSAL

Project: Payment to the Training Institution that will conduct a 2-day training on Root Cause Analysis and Corrective Action Planning on February 27-28, 2025.	RPQ No.: 25-02-103
Mode of Procurement: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Date: February 05, 2025
Approved Budget for the Contract: 165,000.00	PR No.: 25-02-114

Sir/Madam:

The Employee's Compensation Commission invites you to submit your **LOWEST PRICE OFFER (inclusive of all taxes)**, on the project/ items described below and subject to the Terms of Reference / Specifications provided in this RPQ. Price Quotation may be submitted through the following modes:

For RPQ with ABC of ₱50,000.00 and below <input type="checkbox"/>	<ol style="list-style-type: none"> Signed printed Quotation (open canvass/ envelope) via manual submission/handcarry/ mail or courier; to the BAC Secretariat 5F ECC Bldg. 355 Sen. Gil Puyat Avenue, Makati City Online or electronic submission of signed soft copy via email to supply@ecc.gov.ph
For RPQ with ABC above ₱50,000.00 <input checked="" type="checkbox"/>	<ol style="list-style-type: none"> Signed printed quotation in a sealed envelope via personal submission/ handcarry/ mail or courier, to the BAC Secretariat 5F ECC Bldg. 355 Sen. Gil Puyat Avenue, Makati City

Submit your proposals with the required eligibility documents not later than **Feb. 21, 2025 5:00 p.m.** Bids / quotes in excess of the ABC shall be automatically rejected. The ECC reserves the right to reject any or all bids/ quotations.

Very truly yours,

ATTY. EVELYN R. RAMOS
Chairperson, ECC-BAC

No	Qty	Unit	Item/Description	ABC	Unit Cost	Total Cost
	55	Lot	Training on Root Cause Analysis on February 27-28, 2025. Course Content: <ol style="list-style-type: none"> Understanding the Problem (Identifying . Problem Sources) Problem-Solving Steps Process Mapping and Problem Identification Problem Verification and Selection Problem Analysis and Cause Verification Root Cause Analysis Workshop Tools Objective Setting and Solution Verification Corrective Action Planning Workshop Tools Choosing, Implementing, and Monitoring the Best Solution Evaluation and Standardization Back to Work Plan 	165,000.00		
Total Cost (in words)					Total (in figures)	

Terms of Delivery: **Upon receipt of PO/NTP** Terms of Payment: **Government Terms**

- We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.
- Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.
- We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature Over Printed Name of Authorized Representative	Contact No/Email Add
Name of Company	Date Signed
Business Address	
Required Eligibility Documents	PhilGEPS Certificate/Number; Mayor's/DTI Business Permit 2025; Omnibus Sworn Statement; SPA/ Sec. Cert;

