



REQUEST FOR QUOTATION

PROJECT: **PROCUREMENT OF A RESOURCE SPEAKER FOR THE CONDUCT OF THE “ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION TRAINING” ON MAY 6-8, 2025**

Purchase Request No.: 2504 - 189

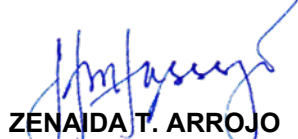
The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2025*, intends to apply the sum of ₱100,800.00, being the Agency Estimate, to payments under the contract for the **“Procurement of a Resource Speaker for the Conduct of the “Root Cause Analysis and Corrective Action Training” on May 6-8, 2025”**. Quotations exceeding the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the **“Procurement of a Resource Speaker for the Conduct of the “Root Cause Analysis and Corrective Action Training” on May 6-8, 2025”**. Delivery of Goods/Services is required for the said period and after the issuance of Job Order.
2. A complete set of Specifications and Quotation Form may be acquired by interested parties from **MR. GERALD C. GUZMAN**, from the address below.
3. A copy of your **Business/Mayor's Permit¹** and **Certificate of PhilGEPS Registration** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.
4. The **Omnibus Sworn Statement² (for ABC's above Php 50k) (GPPB-prescribed forms), Income/ Business Tax Return³ (for ABC's above Php 500k)**, and **Curriculum Vitae** will also be required to be submitted.
5. Quotations must be delivered to the address below on or before May 5, 2025, at 9 A.M.
6. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.

For further information, please refer to:

ZENAIDA T. ARROJO

National Tobacco Administration
11TH Floor, The Upper Class Tower, Quezon Avenue corner
Scout Reyes St., Quezon City
Tel No. 8 h372 3193;
Website Address: nta.da.gov.ph



ZENAIDA T. ARROJO
Chairperson, NTA-BAC

1 In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

2 In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

3 Manually filed tax returns or filed through the EFPS

Bids and Awards Form No.		Quotation Form		No. _____ Date: _____
Republic of the Philippines Department of Agriculture NATIONAL TOBACCO ADMINISTRATION Scout Reyes St. cor Panay Ave., QC				
Name of Company		QUOTED BY: Signature over Printed Name		
Contact No.		Date: _____ Position/Designation		

Please quote us your net government price, taxes included, on each of the following:

Qty.	Unit	ITEM DESCRIPTION/SPECIFICATION	Selling Price per Unit	Total ABC (Php)	Complied	
					(Y or N)	BID PRICE
1	Lot	Procurement of a Resource Speaker for the Conduct of "Root Cause Analysis and Corrective Action Training" on May 6-8, 2025 A. Expected Output <ul style="list-style-type: none"> • Program for a three-day workshop • Successful facilitation of the workshop • Technical advice and support • Detailed feedback on workshop report B. Qualifications and Competencies <ul style="list-style-type: none"> • With at least 5 years experience in conducting QMS trainings for government agencies and corporations, including Root Cause Analysis • Mastery of ISO 9001:2015 QMS standards and requirements, and related internal quality audit processes • With post graduate degree in QMS or QMS-related fields • Proficient English and Filipino communication skills C. Technical Criteria <ul style="list-style-type: none"> • Reputaion • Experience and competence • Subject Matter Expertise <p>*** nothing follows ***</p>		₱100,800.00		

Period of Delivery: The delivery of services is required for the specified period and shall commence after the issuance of the Job Order.

The NTA reserves the right to reject any or all offers, waive any formality herein or accept such offer as may be considered most advantageous to the Agency.

Very truly yours,


ZENAIDA T. ARROJO

Chairperson, NTA-Bids and Awards Committee (NTA-BAC)