

PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila

REQUEST FOR PRICE QUOTATION

Date: NOV 12 2018
RFP No.: 111218-405

Company Name: _____

Address: _____

TIN: _____

Business Permit No.: _____

PhilGEPS Cert. No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the back portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than NOV 15 2018

Open quotations may be submitted, manually or through facsimile or email at the address and contact number indicated below.

Atty. MAY ANGELI M. ESTOLAS
Acting Chief, Procurement Office

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

the item/s as follows:				OFFER				
Item Description	Qty.	Unit of Issue	Approved Budget for the Contract (ABC)	Price (Inclusive of Tax)		Compliance with Technical Specifications (please check)		Remarks
				Unit Price	Total Price	Yes	No	
Leadership and Financial Literacy Training Services for the 2018 Administrative Staff Development and Training Activity								
Leadership Training/Seminar related to Gender and Development for the Administrative Staff Development & Teambuilding on Nov. 23, 2018 1.0 Description: A training/seminar to enhance the qualities of effective and good leadership by providing valuable insights and leadership skills to improve work performance and to ensure that the needs of men and women are equally addressed.	1	lot	90,720.00					

Gen. Luna cor. Muralla Sts., Intramuros, Manila
Telefax No. (02)528-4592, Email add: procurement@plm.edu.ph

2.0 Objective:

To give emphasis to the promotion and highlighting equal treatment of men and women in the workplace, specifically in the administration, such as addressing the issue of equal representation of men and women in all aspects of the policy making and decision making process of the organization to ensure that the needs of men and women are equally addressed and women are properly trained in administration and they are well presented in creation of policies and decisions-making process of the University.

3.0 Scope of Seminar/Topics:

7 HABITS OF HIGHLY EFFECTIVE PEOPLE

- Habit 1: Be Proactive
- Habit 2: Begin With the End in Mind
- Habit 3: Put First Things First
- Habit 4: Think Win/Win
- Habit 5: Seek First to Understand, Then to Be Understood
- Habit 6: Synergize
- Habit 7: Sharpen the Saw

4.0 OUTCOME: Participants learn to:
Assume full accountability for the results;
Identify what matters most in their work and personal lives;
Prioritize and achieve their most important goals, instead of constantly reacting to urgencies;
Collaborate more effectively by building relationships of trust and mutual benefit;
Effectively communicate in all aspects of their lives, including

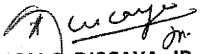
<p>the digital world; Approach problems and opportunities with creative collaboration; and Integrate continuous improvement and learning</p> <p>5.0 Training Material/s: Includes 60 pcs of 7 Habits Overview Booklet</p> <p>6.0 Duration of the Seminar: 6 hours lecture</p> <p>7.0 Anticipated Number of Participants: 60 supervisors/Heads of Offices</p>								
<p>Financial Literacy Seminar related to Gender and Development for the Administrative Staff Development & Teambuilding on Nov. 23, 2018</p> <p>1.0 Description: The seminar/training deals with financial techniques that can be adopted by both men and women and financial programs and services that both can participate to enhance their financial skills and help them to make responsible financial decisions and enjoy better the fruits of their labor.</p> <p>2.0 Objective: To provide a financial literacy seminar to orient our employees with financial knowledge to be able to make sound financial decisions and help them cope up with their debts.</p> <p>3.0 Scope of Seminar/Topics: Topic 1: DEBT 101 Know the different types of debt. Know the sources of debt and how to avoid them. Know the 4 steps on how to get</p>	1	lot	88,235.00					

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<p>out of debt. PLUS: Workshop on how to help them figure out ways to get out of debt.</p> <p>TOPIC 2: Savings is a Mindset How can you save more without increasing your current income.</p> <p>Savings and Your Perspective How can you correct your perspective when it comes to savings.</p> <p>Savings Formula Understand the correct money formula when it comes to savings.</p> <p>TOPIC 3: Ways to Increase Your Cashflow Know the different ways on how to earn extra income without leaving your present job.</p> <p>Ways to Increase Your Assets Know how the rich people increase their assets.</p> <p>TOPIC 4: MONEY AND RELATIVES How relatives can also affect the way we handle and use our finances.</p> <p>MONEY AND MARRIAGE How couples should handle their money and prioritize their monthly budgets.</p> <p>MONEY AND OTHER PEOPLE How can you say no to people who treat you as their ATM machines. How to help others without affecting your own personal finances.</p> <p>MONEY AND SINGLES How single people should look at money and how should they</p>								
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spend it wisely. MONEY AND RETIREES How to prepare yourself for retirement 4.0 Duration of Seminar: 4 hours. 5.0 Expected Number of Participants: 250 Administrative Personnel								
Total			178,955.00					

This is to certify that I personally conducted the canvass and that the data herein are true and correct.


NOLI C. DISCAYA, JR.
Canvasser

Mobile No.: 0925-7305799 (sun)
 Email Add.: ncdiscaya@plm.edu.ph

Payment Terms: _____

Delivery Period: _____

(Signature over Printed Name)

Tel. No.: _____

Mobile No.: _____

E-Mail: _____