



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 #82 Military Cut-Off, Baguio City



REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotation

Supplier:
 Address:
 Telephone No.:
 e-Mail:
 Date received by the Supplier:

Requesting Unit: SGOD
 PR No.: 2017-09-277
 Quotation No.: 2017-09-075
 Date: 09/20/2017
 ABC: Php70,000.00

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest time of delivery and **submit your quotation in a sealed envelope** duly signed by your representative not later than _____.


SORAYA T. FAGULO, PhD.

OIC-Assistant School Division Superintendent
 Chairman, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Note:

- ✓ **Submit RFQ together with the requirements.**
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within _____ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	5	Unit	Resource Provider ✓ Accredited training team with experience in conducting team building activities ✓ Materials and transportation must be included in the package ✓ Activities should be in line with the objectives of the program.		
			<i>See attached project proposal for reference.</i>		
				TOTAL	

Purpose: Resource Speakers for the SGOD Team Building on October 20-22, 2017.

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

POSTED IN PHILGEPS

 Signature over Printed Name

 Tin

 Date/Telephone No.

Canvassed by:



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Rd., Baguio



ACTIVITY PROPOSAL

- I. Title : *STRENGTHENING LEADERSHIP AND MANAGEMENT AMONG
SGOD PERSONNEL THROUGH CORPORATE TEAM BUILDING*
- Date : October 20, 21 and 22, 2017
- Venue : To be announced- preferably outside Baguio City
- Participants : 1 Schools Division Superintendent
1 Assistant Schools Division Superintendent
54 SGOD Personnel
6 President of DepEd Associations
10 Private Learning Resource Provider/ Facilitators (Team)
- 72 pax

Rationale:

Strengthening teamwork in an office environment can contribute to a greater sense of unity, improved productivity, and employee satisfaction. Establishing team-building goals, clarifying employee roles and responsibilities, holding regular team meetings, and organizing social activities are all effective ways to increase camaraderie and cooperation. Ideally, the lessons learned during teamwork-building exercises will carry over into day-to-day operations, making everyone work better and more efficiently.

Personnel and head of offices of the School Governance and Operations Division (SGOD) have always been working closely with educational stakeholders in the field. Unfortunately, there were no chances of coming together for socialization to establish harmonious relationship as co-workers because they are assigned in the field while the SGOD are in the DepEd- Division office. Most of the time because of the volume of tasks they need to accomplish, the social aspect is sacrificed.

Hence, this activity was conceptualized to sustain collaboration and cooperation in accomplishing the shared goals of the division which will help carry out the DepEd vision, mission and goals.

Objectives:

1. Ensure the capacity of the organization to continuously improve and be strategic in managing the environment for which "teaching and learning" takes place.
2. Reinforce teamwork, cooperation, and recognize employees' efforts and achievements.
3. Reiterate responsibilities and expectations when delegating work and assignments.
4. Engage in activities that increase camaraderie and sociability.

Activities:

The team building will be conducted by facilitators over four to five team building activities. The activities are coupled with facilitation sessions. Sessions will be comprised of both activities and lectures that will touch the following topics:

- a. Teamwork: How to get the teams and personnel to collaborate and accomplish tasks on schedule.
- b. Change: How can one deal with changes in the organization / workplace while eliminating drama.
- c. Breaking Silos: How can teams and individuals break out from their comfort zones and comfort groups to tackle pressing issues while keeping the morale high.
- d. Engagement: High performing teams have highly engaged people.
- e. Personality Discovery: How one would adapt to different personalities around themselves and how would leadership be able to get everyone engaged despite their differences
- f. Financial Awakening: How one would know where they are financially and how to get to where they want to be.

Source of Fund: HRTD Funds