



**GSIS** Government Service Insurance System  
Roxas Branch Office, A. Belo St., Roxas City 5800

**REQUEST FOR QUOTATION**

The **GOVERNMENT SERVICE INSURANCE SYSTEM – Roxas Branch Office** invites all interested registered vendors/suppliers to submit quotations for:

**STAFF DEVELOPMENT/ANNUAL GROUP PLANNING FOR  
GSIS ROXAS BRANCH OFFICE – ABC: P62,800.00**

<b>QTY</b>	<b>OUM</b>	<b>ITEM DESCRIPTION</b>
1	LOT	ANNUAL GROUP PLANNING/STAFF DEVELOPMENT 2.0 ACTIVITIES

Canvass/Quotation Forms may be secured from the Office of the Branch Manager, Roxas Branch Office located at A. Belo Street, Roxas City, Capiz starting **December 6, 2017**. The last day of submission of canvass/quotation shall be on **December 8, 2017** not later than 5:00 P.M.

Contact Person : *Renald*  
RENA R. DEALA

Telephone No. : (036) 6213-127

Place of Submission of Quotation : Office of the Branch Manager  
GSIS Roxas Branch Office  
A. Belo Street, Roxas City, Capiz

**TERMS OF REFERENCE**  
ANNUAL GROUP PLANNING AND STAFF DEVELOPMENT ACTIVITIES 2.0 FOR 2017  
OSIS ROXAS BRANCH OFFICE

**GENERAL REQUIREMENTS**

**VENUE**

The ideal venue is within Roxas City/ Capiz. A place wherein the participants can commune with nature, with a conference room for discussion and enough space to provide meaningful staff development activities. Proposed ideal venue is within Roxas City/Capiz.

**FACILITIES AND ACCOMODATION**

- The venue should easily accommodate **eleven (11)** participants for two night's stay: **December 15 (check in at 5:00 PM) to December 17 (check-out)**.
- Rooms should be well maintained with linens/ freshly washed and basic toiletry supplies available.
- The Function Room/Activity Area should have a complete set up for the staff development activity (i.e. PA sound system, projector, etc.) as well as venue personnel to assist during the activity.
- The Dining Area should accommodate the participants comfortably.

**FOOD AND BEVERAGE**

Meals should include the following:

Day 1 – (Friday): Late Dinner

Day 2 – (Saturday) : Breakfast / AM Snacks / Lunch / PM Snacks / Dinner

Day 3 – (Sunday) : Breakfast / AM Snacks / Lunch

**TRANSPORTATION**

- Provision of one (1) unit Air-conditioned Van to transport the participants from city proper to the venue.
- The vehicles must be in good condition and functioning well.
- Includes payment of parking fees and other related expenses.

## **ANNUAL GROUP PLANNING/STAFF DEVELOPMENT ACTIVITY**

### **Objectives**

- To discuss and plan strategies on how to achieve targets and deliverables to be able to provide excellent service to our members and pensioners.
- To foster camaraderie and instill the value of working as a Team.
- To boost the morale and motivate the members of the Group in performing regular tasks.
- To be aware of the strengths and weaknesses of each co-employee.

### **Deliverables/Responsibilities of the Facilitator**

- The staff development facilitator shall be responsible for the over-all program design and conduct of activities that is supportive of the objectives stated.
- Must submit the post evaluation analysis for the staff development activities conducted.
- Responsible for the transportation arrangement for the Facilitator and support staff, to and from the venue.
- Responsible for the snacks, supplies and materials needed in the conduct of the activities.

### **TSHIRTS**

- Supply and delivery of t-shirts for the eleven (11) participants.

### **PERIOD OF ENGAGEMENT**

- Two night's stay starting from Friday 5:00 PM, December 15, 2017 to December 17, 2017.


### **APPROVED BUDGET FOR THE CONTRACT (ABC)**

- The total ABC for this project is **Php62,800.00** and shall be inclusive of all applicable taxes.


**PAYMENT SCHEDULE**

- Payment is due five (5) days before the start of the activities to facilitate the confirmation of required services

Prepared by:

  
**GLORIETTA B. DUBLAS**  
Manager *gkd*  
GSIS Roxas Branch

Approved by:

  
**DIONISIO C. EBDANE, JR.**  
Senior Vice President, VisMin Group *DE*