REQUEST FOR QUOTATION

01 December 2025

The Philippine Consulate General in Los Angeles, through its Bids and Awards Committee (BAC), intends to procure the services of a professional facilitator to conduct a team-building program for Consulate personnel within the month of December 2025. The activity aims to strengthen staff performance, collaboration, camaraderie, and interpersonal communication.

This procurement activity is undertaken pursuant to GPPB Resolution No. 28-17 dated 31 July 2017.

Interested service providers are invited to submit their lowest price quotation for the facilitation services detailed in Annex 1, subject to the following conditions:

1. Quotations submitted shall be considered the service provider's final offer. Should the quotation be found acceptable, a duly accomplished and approved Purchase Order will be issued. The final schedule and venue of the activity will be indicated or confirmed in the Purchase Order.
2. The Consulate General in Los Angeles reserves the right to accept or reject any or all quotations and to award the contract in the best interest of the Government.
3. All services provided shall be subject to inspection and evaluation by the authorized representative of the Consulate General.
4. Payment shall be made in U.S. Dollars directly to the winning service provider.
5. Payment shall be processed only upon full compliance with prescribed accounting and auditing requirements.
6. The validity period of the quoted price must be clearly indicated in the proposal.
7. The deadline for submission of quotations is **not later than <u>17 December 2025</u>**.
8. Quotations may be submitted via email to **lapcgpropertysection@gmail.com** and **admn.philcongenla@gmail.com**.

FRANCIS MAYNARD S. MALEON
BAC Chairperson

ANNEX 1

PARTICULARS	UNIT OF MEASURE	QUANTITY	UNIT COST	TOTAL
Professional team-building program facilitator for Consulate personnel within the month of December 2025	N/A	N/A	N/A	

SCOPE OF WORK

The Philippine Consulate General in Los Angeles will conduct a one-day team-building activity for its personnel, with the following objectives:

- To enhance awareness and understanding of key principles that contribute to the development of high-performing teams and a collaborative organizational culture;
- To reinforce success factors that strengthen staff motivation, commitment, and dedication to delivering quality outcomes and excellence in public service;
- To reconnect the team with the core purpose and guiding values of public service;
- To address personality and intergenerational differences within and across teams in order to improve overall team dynamics;
- To strengthen interpersonal communication, relationship-building skills, and collegiality among personnel.

In this regard, the facilitator will be expected to design and deliver the appropriate training modules in line with the aforementioned objectives for the duration of the one-day activity.

NOTE: Please specify the TERMS OF PAYMENT, DELIVERY DATE and the following details in your submission:

- **BUSINESS NAME OF CONTRACTOR**
- **CONTACT PERSON**
- **PHYSICAL ADDRESS**
- **EMAIL ADDRESS**
- **TELEPHONE NUMBER**