



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

November 9, 2021



REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the CONSULTING SERVICES FOR THE TRAINING WORKSHOP ON KNOWLEDGE MANGEMENT with a total approved budget for the contract (ABC) in the amount of Three Hundred Thousand Pesos (P 300,000.00).**

Outputs and Deliverables:

- **Please see attached Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before November 16, 2021 (Tuesday), 10:00 AM.** Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee

Philippine Council for Health Research and Development

2nd Floor, PCHRD Saliksik Building, Sikap Street,

DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City

Email: cdpangan@pchrd.dost.gov.ph

Tel. Nos. 837-7536 or 837-7537 loc. 504 or 506

Fax No. 837-7536 or 837-2924

sgd.

PAUL ERNEST N. DE LEON

Chair, BAC

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TERMS OF REFERENCE

Consultancy Services for the Training Workshop on Knowledge Management

BACKGROUND AND RATIONALE

The Philippine Council for Health Research and Development is one of the three sectoral councils of the Department of Science and Technology (DOST) created through Executive Order No. 784 in March 17, 1982 and was reaffirmed in 1987 through Executive Order No. 128.

PCHRD is mandated to perform the following functions:

- Formulate policies, plans, programs, projects, and strategies for health S&T development
- Program and allocate government and external funds for R&D
- Monitor R&D projects
- Generate external funds

PCHRD is also the focal point for health research and development (R&D) in the country whose functions, among others, include: providing leadership and direction in health and related R&D activities; developing human and infrastructure resources of health research network; and implementing research utilization program to ensure research products are properly disseminated among and utilized by their intended users.

To complement the overwhelming work demands of the Council, it is necessary to continually develop the skills of its staff. The **Knowledge Management** training workshop will provide all staff of the Council with a complete understanding of the importance of managing organizational knowledge to improve individual, team, and organizational performance.

OBJECTIVES

1. Describe what knowledge is and how it is managed in organizations;
2. Explain how managing knowledge improves the performance of individuals, teams, and organizations; and
3. Propose KM initiatives and projects according to the organization's needs, requirements, and specifications.

EXPECTED OUTPUTS / DELIVERABLES

The service provider shall conduct training workshop on the following:

I. What is Knowledge?

- a. Data
- b. Information
- c. Knowledge
- d. Expertise



- II. **Types, Forms & Categories of Knowledge**
- III. **Basic Concepts**
 - a. Competency
 - b. Capability
 - c. Intellectual Capital
 - d. Human Capital
 - e. Relationship Capital
 - f. Organizational Capital
 - g. Intellectual Property
- IV. **Knowledge Conversion, Flows & Life Cycle**
- V. **Knowledge & Performance**
- VI. **Knowledge Mapping**
- VII. **The Need to Manage Knowledge in Organizations**
- VIII. **What is Knowledge Management (KM)?**
- IX. **Domains & Elements of KM**
- X. **The Practice of KM**
 - a. Strategic KM
 - b. Operational KM
 - c. Technical KM
- XI. **KM & Systems Thinking**
- XII. **The Concept of the Intelligent Organization**
- XIII. **KM Readiness**
- XIV. **KM Gurus, Theories, Models & Frameworks**
- XV. **KM Processes and Inventory of KM Methods, Tools & Technologies**
- XVI. **KM Implementation**
 - a. KM Strategies
 - b. Knowledge Management System (KMS)
 - 1. Architecture
 - 2. Infrastructure
 - c. Project Management
 - d. Change Management
 - e. KM, Results, Aptitude & Motivation
 - f. KM Integration
- XVII. **Challenges & Imperatives**

TRAINING DURATION AND SCHEDULE

The service provider must conduct the training within the **first and second week** of December 2021.



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DESIRED QUALIFICATIONS OF SERVICE PROVIDER

Prospective Consultants should possess the following:

1. Expertise in knowledge/information management and organizational learning;
2. Excellent facilitation, program//activity management, and oral communication skills;
3. Served as consultant in organizing Knowledge Management System in any National Government Agencies or related sectors; and
4. Has good reputation with clients.

APPROVED BUDGET

The consulting services for the Training Workshop has an Approved Budget for the Contract (ABC) of Three Hundred Thousand Pesos (300,000.00) (inclusive of applicable taxes and fees).

Prepared by:

RENANTE G. BAHALA
Senior Science Research Specialist
RICUD-PCHRD

Noted by:

ULLYANN C. GARCIA
Officer-In-Charge
RICUD-PCHRD

Approved by:

JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director III
DOST-PCHRD