



February 13, 2025

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 Training on Driving Innovation with a total approved budget for the contract (ABC) in the amount of Fifty Thousand Pesos (P 50,000.00).**

Outputs and Deliverables:

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

Qualified bidders should submit their quotations to the address below **on or before February 20, 2025 (Thursday), 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
PCHRD Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchrd.dost.gov.ph
Tel. No.: 8837-2931 loc. 506

(sgd.)

MARIA VIOLETA G. INTIA
Chair, BAC

TERMS OF REFERENCE

Consultancy Services for Training on Driving Innovation: Introduction to Innovation Principles and Their Role in Transforming PCHRD Systems and Processes

I. Background/Rationale

The **Philippine Council for Health Research and Development (PCHRD)** is one of the three sectoral councils of the Department of Science and Technology (DOST). It is a forward-looking, partnership-based national body responsible for coordinating and monitoring research activities in the country.

PCHRD is mandated to perform the following functions:

- Formulate agenda, plans, policies, and strategies for health Research;
- Mobilize Resources to support health research;
- Develop and strengthen capacity for health research;
- Program and allocate government and external funds for R&D, and
- Monitor and Evaluate Health research activities.

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 the health research network, and implementing research utilization programs to ensure research outputs are properly disseminated among and utilized by their intended users. Innovation plays an important role in driving progress in the systems and processes of the Council. By exploring key concepts and strategies to foster a culture of innovation, it aims to improve efficiency, adaptability, and responsiveness, leading to better service delivery and meaningful change.

The **Training on Driving Innovation** is designed to equip participants with a foundational understanding of the innovation principles and their practical application in transforming PCHRD systems and processes. Participants will gain the necessary tools to drive innovation in their respective areas and programs, supporting PCHRD's mission of adapting and addressing challenges in health research and development.

II. Learning Objectives

This face-to-face training course aims to provide the DOST-PCHRD participants with the skills and mindset to confidently drive innovation and change within their respective processes/areas. It aims to introduce :

- The concept/principles of innovation and its benefits to the organization;
- Methods of problem identification;
- Different tools for analyzing environments, gathering and validating stakeholder inputs and perceptions;
- Idea generation and how potential innovations can be evaluated.

Through this training, it is envisioned that PCHRD staff will be able to challenge conventional practices and approaches, generate new ideas and fresh perspectives, and craft creative solutions and strategies aligned with the Council's goals and directions.

III. Expected Outputs / Deliverables

1. Conduct the Program course in **face-to-face mode** and in accordance with the implementation schedules and modules/sessions agreed upon;
2. Design and conduct the program with the detailed training activity plan for the **Training on Driving Innovation: Introduction to Innovation Principles and Their Role in Transforming PCHRD Systems and Processes** based on the following topics (*with engaging lectures, activities, and exercises, subject to further modification, as needed, based on the discussions of the needs of DOST-PCHRD*):
 - A. Introduction to Innovation (Lecture)
 - a. Definition of Innovation
 - b. Overview of the Innovation Principles
 - c. Importance of Innovation
 - B. Challenging Traditional Practices and Generating New Ideas
 - a. Conventional practices in addressing challenges (Lecture)
 - b. Identifying traditional approaches through case studies (Group Activity)
 - c. Generating alternative and innovative ideas (Group Activity)
 - d. Techniques on generating innovative ideas (Lecture)
 - C. Applying Innovation in Transforming Systems and Processes
 - a. Selection and application of innovation principles to real-world scenarios and relevant challenges (Lecture)
 - b. Highlighting challenges and opportunities for innovation through case studies (Group Activity)
 - D. Exploring Innovative Concepts and Strategies
 - a. Presentation of current trends and emerging concepts (Lecture)
 - b. Evaluating innovative solutions in real-life scenarios (Lecture)
 - c. Crafting creative strategies and solutions (Lecture)
 - E. Action planning
 - a. Implement innovative solutions in their respective roles or projects (Lecture)
 - b. Action Plan development (Individual Activity)
3. Source, select, and manage the subject matter experts who shall serve as the facilitator for the face-to-face program;

4. Provide technical staff to establish and maintain a learning environment and provide support to the facilitator and participants during the conduct of the program;
5. Provide detailed training design and activity plan before the actual implementation of the program;
6. Provide each registered participant with appropriate learning materials needed for the conduct of the program;
7. Submit a terminal report with documentation of the highlights of the proceedings of the program/course, results of Pre-tests and post-tests, and post-evaluation of its conduct.

IV. Scope of work

Training Provider shall:

1. Design the program with a detailed training activity plan for the conduct of the **Training on Driving Innovation: Introduction to Innovation Principles and Their Role in Transforming PCHRD Systems and Processes**;
2. Identify, analyze, and validate the learning and development needs of the **DOST-PCHRD** in relation to the specific program to be conducted under this Agreement;
3. Propose a customized design that will specifically address the **DOST-PCHRD's** learning and development needs in the form of a Program Brief consisting of (1) Performance Objectives, (2) Enabling Objectives, (3) Target Participants, and (4) Course Content. As may be required, **the provider** shall provide a copy of the detailed Design Matrix. The Design Matrix shall consist of Module Objectives, Module Title, Module Outputs, Module Topics, Learning Methodologies and Resource Requirements;
4. Conduct the training workshop with engaging lectures, activities, and exercises based on the abovementioned topics.
5. Accommodate up to a **maximum of 40 Participants** from the DOST-PCHRD provided that the list and profile of said participants are submitted three (3) working days before the conduct of the program/course;
6. Conduct pre-test, post-test, and post-training evaluation;
7. Perform and complete the scope, expected output/deliverables, and services contemplated under the terms of reference and contract with the highest standards of professionalism ethical competence, and integrity;
8. Protect confidential information disclosed during the discussions; and
9. Provide all certificates of completion within 10 working days after the completion of the training as a requirement for the release of the payment.

V. Desired Qualifications of Service Provider

Prospective Consultants should possess the following:

1. Has educational background or area of specialization in the training conducted;
2. Expertise in the relevant field;
3. Excellent facilitation, program/activity management, and communication skills;
4. Not involved in critical incidents that might otherwise tarnish or put to question his/her credibility, character, ethical behavior, or intellectual integrity as a learning service provider.
5. Experienced in consultancy work for training/workshops;
6. Tactful and respectful to participants; and
7. Has substantial and reputable existing clients (provide proof of a certificate of satisfactory customer/client rating)


VI. Duration of the Training

The Provider must conduct the training in **March 2025** for **two (2) days**, from **8:00 AM to 5:00 PM**, with a total duration of **16 training hours**.


VII. Cost of the Training

The total amount of **Fifty Thousand Pesos Only (Php 50,000.00)** will cover the program/course design and delivery including the provision of learning materials, certificate of completion, honoraria of Subject Matter Expert / Co-facilitator, submission of a Terminal Report, and payment of other administrative fees and requirements for the face to face conduct.


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