2. Request for Technical Assistance (External Services)

This procedure covers the provision of technical assistance on related port infrastructure projects.

Office/Division:	Port Planning and Design Department (PPDD)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Government Agencies (e.g. LGUs, DPWH, DOTr)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter requesting for Technical Assistance (1 Original Copy or 1 Electronic Copy)	Provided by the Client

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Submits letter of request for technical assistance addressed to the AGME. ***Note:*** *If in any case face-to-face transaction is not possible, submission of documentary requirements may also be done electronically.* *The request should be officially sent to the ASD's e-mail address: horecords@ppa.com.ph, for transmittal to PPDD.*	1.1 Upon receipt of the letter-request from the OAGME with instructions, the PPDD Secretary records the Client's request for technical assistance.	None	15 minutes	PPDD Secretary
	1.2 The PPDD Manager reviews the request and instructs the concerned Division Manager (PIAD, PPD or DED) to facilitate the same.	None	1 hour	PPDD Manager
	1.3 Request is forwarded to the concerned Division (PIAD, PPD or DED) for appropriate action/s. **PIAD evaluates the facility requirements of the port.**	None	15 minutes	PPDD Secretary

	1.3.1a The PIAD Manager instructs the Technical Staff to prepare the evaluation report of the facility requirements.	None	30 minutes	PIAD Manager
	1.3.1b The Technical Staff prepares the evaluation report of the facility requirements.	None	3 days	Technical Staff
	1.3.1c The PIAD Manager reviews the submitted evaluation report of the facility requirements.	None	1 hour	PIAD Manager
	1.3.1d The PIAD Manager submits the evaluation report to the PPDD Manager. **PPD facilitates the project evaluation.**	None	30 minutes	PIAD Manager /Secretary
	1.3.2a The PPD Manager instructs the Technical Staff to conduct and prepare project evaluation.	None	30 minutes	PPD Manager
	1.3.2b The Technical Staff conducts and prepares project evaluation.	None	3 days	Technical Staff
	1.3.2c The PPD Manager reviews and submits the project evaluation summary report to the PPDD Manager	None	1 hour	PPD Manager/ Secretary

	for review/ consideration. **DED evaluates the design plans and prepares evaluation report.**			
	1.3.3a The DED Manager reviews the request and instructs the concerned Technical Staff (Designer, Estimator, Architect and Electrical Engineer) to conduct and prepare evaluation report.	None	30 minutes	DED Manager
	• Design/ Structural		2 days	Civil/Structural Engineer
	• Architectural		2 days	Architect
	• Electrical		2 days	Electrical Engineer
	• Estimating		2 days	Civil Engineer/ Estimator
	• Duration for the need to request/ coordinate additional data from client.		2 days	Technical Staff/Client
	• Duration for the need to conduct joint site inspection.		2 days	Technical Staff/Client
	1.3.3b The DED Manager reviews and submits the evaluation report summary to the PPDD Manager for	None	1 hour	DED Manager/ Secretary

	review/ consideration. 1.4 The PPDD Manager receives the results of the evaluation from the concerned Division (PIAD, PPD or DED), and instructs to finalize the report. 1.5 The PPDD submits the evaluation report with draft reply/memo to the AGME for consideration.	None None	1 hour 1 day	PPDD Manager PPDD Manager/ Secretary
2. Receives the results of the evaluation report.	2. The PPDD releases the results of the evaluation report. ***Note**: If in any case face-to-face transaction is not possible, PPDD Shall forward the results of the evaluation report to the ASD's e-mail address for official transmittal of the same to the Client.*	None	30 minutes	PPDD Manager/ Staff
	TOTAL:	**None**	**20 working days**	