



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-026-2025

Name of Project : **Procurement of Service Provider for the Conduct of Problem Solving and Decision-Making Training**

Approved Budget for the Contract : **₱ 97,000.00**

Deadline for Submission : **August 22, 2025**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Professional License/Curriculum Vitae and Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney.

Quotations shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th floor PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
954-88-00 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,


MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

**TERMS OF REFERENCE
PROCUREMENT OF SERVICE PROVIDER FOR THE CONDUCT OF
PROBLEM SOLVING AND DECISION-MAKING TRAINING
(ASD-026-2025)**

I. INTRODUCTION

Based on the approved CY 2025 PPA Learning and Development Programs and Budget (LDPB), PPATI has scheduled the **Problem Solving and Decision-Making Training** on the following schedule:

Batch Number	No. of participants	Tentative Dates	Venue
1	50	September 24-25, 2025	Manila
2	50	October 1-2, 2025	

In today's fast-changing world, developing problem-solving and decision-making skills allows individuals to respond proactively, ensuring resilience and continuous growth. These skills are particularly vital for roles that require handling complex issues. Whether in professional or personal settings, they are fundamental to enhancing productivity, efficiency, and overall success.

As organizations grow more complex, leaders and personnel must be prepared to analyze challenges, make strategic decisions, and implement effective solutions in a dynamic, high-pressure setting. Given their critical role, they must effectively manage logistical, regulatory, and operational complexities to maintain efficiency and drive development. Thus, this training in problem-solving and decision-making is essential for PPA leaders and personnel to navigate challenges, drive better outcomes, and strengthen critical thinking abilities, ultimately fostering smarter decisions, greater innovation, and long-term success.

This 16-hour course is designed to equip participants with essential problem-solving and decision-making skills to effectively navigate workplace challenges. It discusses proactive approach to address current and future challenges in the organization. Through interactive exercises, case studies, and practical techniques, participants will learn to analyze problems, generate creative solutions, and make sound decisions.

II. PROJECT DESCRIPTION

2.1 Project Duration

To cover a period of one (1) year.

2.2 Project Scope

The services to be rendered shall cover the training programs identified in Section I hereof.

III. OBJECTIVE

The participants shall be able to analyze problems effectively, think critically, and make sound decisions that drive workplace success.

During the training, the participants will be able to:

1. Recognize the relationship between problem-solving and decision-making in the workplace.
2. Learn structured approaches to problem-solving.

3. Improve confidence in making effective decisions.
4. Develop quick-thinking skills for urgent situations.
5. Monitor and assess the impact of solutions.

IV. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the requirements stated below for the conduct of the above-mentioned program:

4.1 Qualifications of Service Provider:

1. Must have extensive expertise in trainings on problem solving, decision-making, critical, and creative thinking skills;
2. Must have resource persons who are subject matter experts;
3. Must have an experience with government procurement bidding process;
4. Must have basic understanding of PPA's mandate and functions;
5. Must have implemented similar training for both public and private organizations;
6. Must have capability to implement both in-person and online training;
7. Must have at least five (5) years experience for in-person training delivery and two (2) years for online training

4.2 The Subject Matter Expert/s (SMEs) assigned to deliver the training shall have the following criteria:

1. Must have an experience in consulting/training services, with a focus on problem solving, decision-making, critical, and creative thinking skills for the private or public sector, as demonstrated by a certified or attested list of ongoing and completed projects for similar or related programs;
2. Must have served as a Facilitator, Trainer, Resource Person, or Speaker during the delivery of programs of similar nature to private/public sector organizations; and
3. Capable to deliver both in-person and online training.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Provide one (1) subject matter expert to deliver the training;
2. Conduct the training on site/in-person;
3. Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation;
4. Submit course design two (2) weeks prior to the conduct of training in accordance with PPA requirements for approval;
5. Submit the electronic copies of the course modules, master copy of the participant's workbook, exercise forms and training handouts prior to the conduct of the training in accordance with PPA requirements;
6. Provide the following to the participants:
 - electronic copy of training handouts
 - electronic and hardcopy of certificate of training at most 10 working days after the conduct of the training, and
 - electronic and hardcopy of Pre and Post-tests;
7. Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI);
8. Personal Data collected from PPA Personnel shall solely be used for training purposes only and be protected under the Republic Act No. 10173 also known as Data Privacy Act of 2012; and
9. Perform other services necessary for the delivery of the training.

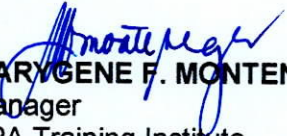
VI. PPA RESPONSIBILITIES

1. Provide the number of enrollees as stated;
2. Provide the meals, training venue, relevant supplies and equipment, and accommodation, per diem and transportation of participants;
3. Shoulder the meals, accommodation and transportation of one (1) SME with the following conditions:
 - 3.1. Meals include lunch, and AM & PM snacks (meals outside the training hours and other incidental expenses shall be shouldered by the SME).
 - 3.2. Accommodation is at PPA's dormitory.
 - 3.3. Transportation:
 - 3.3.1. Via Land – Round trip land transfer to and from the Head Office with pick up and drop off points to nearest airport/ seaport/ bus terminals within Metro Manila only.
4. Coordinate the training program;
5. Issue a separate Certificate of Training to each participants;
6. Ensure that each participant has necessary materials and supplies needed for the training;
7. Provide the online platform in the event the training will be conducted online due to uncontrollable situation; and
8. Pay the service provider as per contract.

VII. BUDGET

Funding shall be chargeable against the approved CY 2025 Learning and Development Programs and Budget.

Approved by:


MARYGENE F. MONTENEGRO
Manager
PPA Training Institute

TPMD/PMTS

DFMF ___/ANCDm /nldg-TOR- Problem Solving and Decision Making B1&2

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]