



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Service Provider for the Conduct of Seminar-Workshop on Complete Staff Work (CSW)**

Approved Budget for the Contract : **P266,200.00**

Deadline for Submission : **February 28, 2020**

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, Omnibus Sworn Statement and Secretary's Certificate/Special Power of Attorney.

Quotations shall be submitted in person to the Manager, Administrative Services Department, 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:

Very Truly Yours,

MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee

TERMS OF REFERENCE FOR THE PROCUREMENT OF SERVICE PROVIDER FOR THE CONDUCT OF SEMINAR-WORKSHOP ON COMPLETE STAFF WORK (CSW)

I. INTRODUCTION

Complete Staff Work (CSW) has become more significant nowadays as it requires employees to provide the needed information and well-studied options to management in making judicious decisions in fast and accurate ways. Instead of relying on the manager to decide on the best course of action, the team members are bringing their best solutions to problems is one of the various ways to enhance value of employees within the organization. As such, in the execution of all official roles, responsibilities and tasks, team members are expected to do CSW. Further, having common understanding of what CSW is, or what it should be, will guide the organizations in the development of its personnel, and provide deeper sense of urgency in the delivery of excellent service in the long term.

It is within this context that the PPA Training Institute (PPATI) has scheduled the conduct of Seminar-Workshop on Complete Staff Work(CSW) for PPA personnel:

Batch	Venue	Tentative Dates
1	PPA Corporate Bldg., South Harbor, Port Area, Manila	March 24-26, 2020

II. PROJECT DESCRIPTION

2.1 Project Description

The services of the expert/s shall cover a period of one (1) year.

2.2 Project Scope

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

III. OBJECTIVE

The main objective of the course is to equip the participants with skills in the study, analysis, solution and presentation of issues, proposals and recommendations to enable PPA Executives and Managers to make immediate and intelligent decisions.

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 the Service Provider:

1. Must have experience in the field of Management;
2. Must have an experience with government procurement bidding process;
3. Must have conducted similar training to at least 10 organizations for the last 3 years; and

4. Preferably have international or local recognition/affiliation in the field of Management.

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

1. College Graduate with PRC License if applicable;
2. Technical Certification/Training on Principles of Management; and
3. Relevant work experience in the implementation of Complete Staff Work.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Provide locally-based SMEs who will handle training delivery at PPA-identified venues.
2. Cover the transportation of SMEs to the identified Manila-based venue.
3. Accept payment for the guaranteed seventy (70) participants. Should the number exceed the guaranteed number of participants, waive the training fee of additional participants not exceeding 20 pax per batch.
4. Submit a course design prior to the conduct of training in accordance with PPA requirements for approval.
5. Provide and submit the course modules, master copy of the participant's workbook, exercise forms, and training handouts (together with the soft copy) prior to the conduct of the training in accordance with PPA requirements.
6. Provide and submit results of all tests/evaluations/assessments to PPA.
7. Issue the corresponding Certificate of Training to each participant on the last day of the training.
8. Perform other services necessary for the delivery of the said training.

VI. PPA RESPONSIBILITIES

1. Provide seventy (70) participants.
2. Limit the number of additional participants to twenty (20) pax whose training fees are waived.
3. Pay the service provider a total seventy (70) pax.
4. Provide the meals, training venue, relevant supplies and equipment, and accommodation for facilitator/secretariat from Service Provider and PPA (for venues outside of Metro Manila).

Approved by:


MARYGENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute

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