



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Service Provider for the
Conduct of Training on Awareness and
Documentation Course on Quality
Management System (QMS)**

Approved Budget for the Contract : **P800,000.00**

Deadline for Submission : **March 19, 2019**

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, Income/Business Tax Returns, and Omnibus Sworn Statement.

Quotations shall be submitted in person to the Property Management Division, 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: 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 FOR THE PROCUREMENT OF SERVICE PROVIDER FOR
THE CONDUCT OF THE TRAINING ON AWARENESS AND DOCUMENTATION
COURSE ON QUALITY MANAGEMENT SYSTEM (QMS)**

I. INTRODUCTION

Based on the approved CY 2019 PPA Learning and Development Programs, the PPATI is scheduled to conduct the training on Awareness and Documentation Course on Quality Management System (QMS).

The program aims to provide expert knowledge in the interpretation of requirements and provide guidance specific to the organization in developing documentation and implementation to meet ISO 9001 requirements.

II. SCOPE OF SERVICES AND REQUIREMENTS

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

1. Must have experience in the field of Integrated Management Systems (IMS);
2. The organization or company must have a certified management system or a certifying body; and
3. International or local recognition/affiliation in the field of IMS.

The Resource Person/s assigned to the training shall have the following criteria:

1. Technical Certification/Training on ISO standards related to IMS;
2. Relevant work experience in the implementation of IMS; and
3. At least two (2) years experiences working in a firm offering IMS programs.

III. SERVICE PROVIDER RESPONSIBILITIES

1. Provide at least one (1) Resource Person/Trainer per program to deliver the training of PPA personnel;
2. Submit the training design prior to the conduct of training in accordance with PPA requirements for approval;
3. Provide and submit 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;
4. Issue Certificate of Completion/Training for the participants; and
5. Perform other acts and services necessary for the delivery of the said training.

IV. EXCLUSIONS

The following items are excluded from the scope of this TOR and will be supplied by PPA:

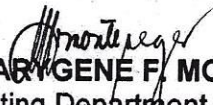
1. training venue
2. training equipment
3. training supplies/materials
4. transportation for the resource person/s, participants, and training staff

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the procurement of Service Provider is as follows:

Venue	Batch	No. of Pax	No. of Days	Amount
PPATI	1	76	4	P 800,000.00
PPA Head Office	2	73	4	
PPA Head Office	3	64	4	
PMO Davao	4	56	4	

Any inquiries/ clarification can be coursed through to Mr. Eddie R. Cordova, Acting Division Manager of TPMD, PPATI at (02) 336-6516 or ppati@ppa.com.ph.


MARY GENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute 