



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(BAC-PGCS-039-2021)

Name of Project : **Procurement of Resource Person for Online Course Workshop on Lean Management**

Approved Budget for the Contract : **P817, 000.00**

Deadline for Submission : **March 31, 2021**

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 with attached Secretary's Certificate and Income Tax Return.

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: 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 SERVICES OF RESOURCE PERSON
FOR THE CONDUCT OF LEAN MANAGEMENT PROGRAM:
ONLINE COURSE-WORKSHOP**

1. BACKGROUND

Lean is based on the philosophy of defining value from the customer's perspective and continuously improving the way the value is delivered, by eliminating or minimizing the use of resources that is wasteful, or not essential to the goal. Lean is **DOING MORE WITH LESS BUT DOING IT BETTER**. This is done by empowering every member of the organization and leverage on the full potentials of the people so they can make the greatest possible contribution.

Lean aims to remove all wasteful activity from all processes increasing the value your organization that generates to your customers, at the same time maximizing efficiency.

2. OBJECTIVE

The course, specifically customized for PPA, will provide a clear understanding of Lean and its focus on eliminating service errors or defects through process improvement. The course content covers all the recognized Lean concepts plus complementary modules on Six Sigma in a comprehensive manner.

3. SCOPE OF WORK

3.1 Project Duration

The service of the experts/s shall conduct the recorded online course-workshop with Question and Answer after each recorded session. It is scheduled in four (4) batches with no more than 80 participants per batch.

3.2 Project Scope

The service to be rendered shall initially cover the training program identified below:

Course Title	Description	No. of Participants/Batch	Schedule
Lean Management Program : Online Course-Workshop	Lean management creates more value with fewer resources, reducing unwanted activities or process that do not add value to a service for a customer.	50 pax/ batch	B1- April 12-16,2021 B2- April 26-30,2021 B3- May 10-14,2021 B4- May 24-28,2021

3.3 Scope of Services

3.3.1 Serve as Subject-Matter-Expert.

3.3.2 Develop course design and workplan needed for the successful implementation of the program.

3.3.3 Implement and facilitate the course in accordance with the requirements of the Authority in the following areas:

- 3.3.3.1 Module 1: Overview of Lean
- 3.3.3.2 Module 2: Understanding Waste
- 3.3.3.3 Module 3: The Customer
- 3.3.3.4 Module 4: Understanding the Problem
- 3.3.3.5 Module 5: Lean in Service Industry
- 3.3.3.6 Module 6: Understanding the Process
- 3.3.3.7 Module 7: Systematic Approach
- 3.3.3.8 Module 8: Preparing the Workplace
- 3.3.3.9 Module 9: Improving the Daily Work
- 3.3.3.10 Module 10: Sustain
- 3.3.3.11 Module 11: Other Methodologies that Complement Lean

- 3.3.4 Provide training handouts/manuals/kits, SME's presentation (PowerPoints, videos and /or other media to be used to enhance the delivery modules), activity forms, etc.
- 3.3.5 Upload all related recorded online materials (i.e., presentation slides, videos, reading materials, assignments and quizzes) into PPA's LMS, to remain there for a maximum of two (2) months only per batch;
- 3.3.6 Provide a standby IT person in case of technical issues/concerns occur during the entire training session; Question and Answer/ Open Forum/ sessions;
- 3.3.7 Issue e-certificates upon completion of the training;
- 3.3.8 Prepare and submit Post Training Report;
- 3.3.9 Perform all other acts necessary to the foregoing.

4. MINIMUM QUALIFICATION

- 4.1 With at least 25 years of experience in implementing training programs for the government sector.
- 4.2 Proficient in handling adult learners.
- 4.3 Knowledgeable in conducting online training courses

5. PPA RESPONSIBILITIES

- 5.1 Provide participants and course administrator for the training;
- 5.2 Provide training staff that will serve as the focal person during the pre, actual and post course/program stages and will assist in the conduct of the program;
- 5.3 Ensure 100% attendance of participants all throughout the sessions.

6. PAYMENT

Payment will be processed for issuance of BUR/DV and Check upon submission and acceptance of service and original invoice with the following documents:

- PhilGEPS Registration
- Omnibus Sworn Statement
- Secretary's Certificate/Special Power of Attorney
- Updated Income Tax Return
- Mayor's/ Business Permit

7. BUDGET

Funding for the conduct of the **Lean Management Program : Online-Course Workshop (Batches 1-4)** shall be chargeable against the PPA-Approved Learning and Development Programs and Budget Funds CY 2021.



RAPHAEL C. RAYMUNDO
Acting Division Manager, CDD
Human Resource Management Department