



BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-023-2024

Name of Project: **Procurement of Service Provider for the
Conduct of Building Collaborative, Inclusive
Working Relationships Training**

Approved Budget for the Contract : **P 465,000.00**

Deadline for Submission : **April 8, 2024**


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, Secretary's Certificate/Special Power of Attorney and Professional License/Curriculum Vitae.

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 SERVICE PROVIDER FOR THE CONDUCT OF BUILDING COLLABORATIVE,
INCLUSIVE WORKING RELATIONSHIPS TRAINING
(ASD-023-2024)**

I. INTRODUCTION

Building collaborative inclusive working relationship is considered a leadership competency. By promoting collaborative inclusive working relationship at work, it created more connected, engaged, and efficient workplace, where employees feel valued and supported. It can also lead to better problem-solving, increased innovation, and higher morale and retention rate, contributing to the over-all success of the organization. Thus, this training is developed to endow leaders with the right management techniques and effective staff collaboration strategies to manage team performance, boost productivity, and ensure that employees performance contribute to the achievement of company goals.

Title	Tentative Dates	Venue	Target Responsibility Centers and No. of Participants
Building Collaborative, Inclusive Working Relationships Training Batch 1	August 13 to 15, 2024	PPA Head Office	Head Office & NCR-based Ports Personnel 40 Participants
Building Collaborative, Inclusive Working Relationships Training Batch 2	September 10 to 12, 2024	PPA Head Office	PMOs under Luzon Cluster 40 Participants
Building Collaborative, Inclusive Working Relationships Training Batch 3	September 24 to 26, 2024	PMO Davao	PMOs under Visayas Cluster 40 Participants
Building Collaborative, Inclusive Working Relationships Training Batch 4	October 15 to 17, 2024	PMO Agusan	PMOs under Mindanao Cluster 35 Participants

• **Target Learning Needs / Target Competency**

LEADERSHIP COMPETENCY	Building Collaborative, Inclusive Working Relationship
DEFINITION	Builds and maintains network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders

PROFICIENCY LEVEL	Advance
DESCRIPTION	Strengthens and deepens partnerships and networks to deliver or enhance work outcomes
DESCRIPTION	BEHAVIORAL INDICATORS
Cultivates a robust network of connections and working relationships.	Maintains positive and productive working relationships with team, partners, or other stakeholders, despite differences in ideas or their attributes, or complexities to encourage sharing of expertise and bring about synergies, goodwill, and mutual benefit.
Negotiates and influences persuasively.	Resolves conflicts, disagreements and differing interests among team members, partners, or stakeholders in a constructive manner (e.g. win-win approach; use of appropriate conflict resolution processes; identification of common ground through dialogue and consensus; shared solutions perspective)
Promotes value of transparency and open communication.	Identifies barriers to transparency and open communication and initiates appropriate solutions.
Addresses gender and other diversity issues, discriminatory and exclusionary behavior.	Uses diversity-sensitive approaches and addresses gender issues, discriminatory and exclusionary behaviors to establish and maintain partnerships and networks in implementing projects/activities/programs.

II. PROJECT DESCRIPTION

- **Project Duration**
To cover a period of one (1) year.
- **Project Scope**
The services to be rendered shall cover the training programs identified in Section I hereof.

III. OBJECTIVE

After the training, the participants shall be able to:

- Discuss the role of leaders and the ways in crafting visions, building alignment, and championing execution,
- Determine strategies to improve team dynamics and the approaches in developing collaborative teams, and
- Recognize the methods in effective building collaborative working relationship.

IV. SCOPE OF SERVICES AND REQUIREMENTS

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

- **Qualification of Service Provider**
 - Must have extensive expertise in conducting leadership training programs;
 - Must have competent subject matter experts;
 - Must have capability to implement training for both public and private organizations;

- Must have an experience with government procurement bidding process;
 - Must understand PPA's mandate and functions;
 - Must have capability to implement both in-person and online training; and
 - Must have at least five (5) years experience in-person training delivery and two (2) years for online training.
- **The Subject Matter Expert/s (SMEs) assigned to deliver the training shall have the following criteria:**
 - Tertiary and/or Post Graduate Degree with PRC License, if applicable;
 - Capable of delivering both in-person and on-line training
 - Capable of delivering via Instructor-led discussion and collaborative learning
 - Must present case studies and video presentations

V. SERVICE PROVIDER RESPONSIBILITIES

- Provide at least one (1) subject matter expert to deliver the training;
- Conduct the training on site/in-person;
- Communicate the training engagement protocols to PPA through PPATI prior to training implementation;
- Submit course design two (2) weeks prior to the conduct of training in accordance with PPA requirements for approval;
- Submit the electronic copies of the course modules, master copy of the participant's workbook/manual, exercise/test forms, and training handouts one (1) week prior to the conduct of the training in accordance with PPA requirements;
- Provide the participants with the following:
 - electronic copy and hard copy of the training handouts;
 - electronic and hardcopy of Pre and Post Tests; and
 - electronic and hardcopy of Certificate of Training on the last day of each batch.
- Submit results of all related tests / evaluations / assessments to PPA through PPATI;
- Prepare and submit Post Training Report or Executive Summary;
- Provide simple game prizes, if necessary;
- Provide an online platform in the event the training will be conducted online due to uncontrollable situation.
- Provide recording of the training sessions to PPA through PPATI if it will be conducted online due to uncontrollable situations; and
- Perform other services necessary for the delivery of the training.

VI. PPA RESPONSIBILITIES

- Provide the number of enrollees as stated;
- Provide staff who will serve as training facilitator & contact person during the pre-, actual, and post-training activities and will assist in the conduct of the training;
- Provide the meals, training venue, relevant supplies and equipment, and per diem, accommodation, and transportation of participants;
- Issue a separate Certificate of Training to each participant;
- Ensure that each participant has necessary materials and supplies needed for the training;
- Provide accommodation and transportation for one (1) SME on trainings to be conducted outside Metro Manila; and
- Pay the service provider as per contract.

VII. BUDGET

The budget for the procurement of expert to deliver the 3-day **Building Collaborative, Inclusive Working Relationships Training** amounted to **FOUR HUNDRED SIXTY-FIVE THOUSAND PESOS (Php465,000.00)** for the four (4) batches, inclusive of VAT.

Funding shall be chargeable against the Approved CY 2024 Learning and Development Programs and Budget.

Approved by:


MARYGENE F. MONTENEGRO
Manager, PPA Training Institute