



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Service Provider for the
Online Conduct of the Leadership
Progression Program: Managing
Performance and Coaching for Results**

Approved Budget for the Contract : **₱ 1,080,000.00**

Deadline for Submission : **April 30, 2026
8:00 a.m. – 5:00 p.m.**

Please quote your best offer/quotation for the items described on the attached Terms of Reference on or before the deadline for submission.

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

You are required to submit the following documents together with your signed quotation/offer:

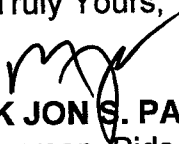
1. Duly signed quotation/offer by the Authorized Representative (with proof of authorization).
2. Valid Business/Mayor's Permit
3. PhilGEPs Registration Number
4. Professional License/Curriculum Vitae
5. Income/Business Tax Return
6. Duly signed Omnibus Sworn Statement by the authorized representative and duly notarized

Failure to submit the above requirements during the opening of bids is a ground for the disqualification of the bidder.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor PPA Corporate Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone No. 7954-8800/8405-5500/
8527-8356 to 83 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 ONLINE CONDUCT OF THE LEADERSHIP
PROGRESSION PROGRAM: MANAGING PERFORMANCE AND COACHING FOR RESULTS
(ASD-019-2026)

I. INTRODUCTION

Effective leadership goes beyond setting direction. It requires the ability to manage performance, develop talent, coach individuals toward sustainable results. As organizations grow more complex and performance expectations intensify, leaders must evolve from supervisors into capable coaches who align individual efforts with strategic objectives. By mastering coaching frameworks, leaders can strengthen employee engagement, reduce turnover, and consistently achieve departmental targets.

The Philippine Ports Authority (PPA) continues to reinforce its commitment to operational efficiency, service excellence, and accountability across all offices and port management units. In support of this direction, there is a growing need to enhance the capability of supervisors and managers to effectively manage performance and develop personnel through structured coaching practices.

This 16-hour course is designed to support leadership progression by strengthening key competencies in performance management, feedback, and coaching enabling leaders to build high-performing teams and deliver measurable results. It covers performance management and coaching as core leadership capabilities that drive continuous improvement, including expectation setting, performance monitoring and evaluation, and the constructive management of workplace challenges. Through lectures, case discussions, coaching simulations, and work-based learning activities, the course equips leaders with practical tools and frameworks for immediate application. Participants will develop concrete action plans to ensure workplace implementation of learning within their respective units, aligned with PRIME-HRM standards on monitoring and evaluation.

Based on the approved PPA CY 2026 Learning and Development Programs and Budget (LDBP), the PPA Training Institute (PPATI) has tentatively scheduled the following:

Course Title	Tentative Dates	PLATFORM	No. of Participants
Managing Performance and Coaching for Results Batch 1	July 01 to 02, 2026	Online via Webex	45 Participants
Managing Performance and Coaching for Results Batch 2	July 29 to 30, 2026		45 Participants
Managing Performance and Coaching for Results Batch 3	Aug. 26 to 27, 2026		45 Participants
Managing Performance and Coaching for Results Batch 4	Sept. 16 to 17, 2026		45 Participants
Managing Performance and Coaching for Results Batch 5	Oct. 07 to 08, 2026		45 Participants
Managing Performance and Coaching for Results Batch 6	Oct. 28 to 29, 2026		45 Participants
Managing Performance and Coaching for Results Batch 7	Nov. 11 to 12, 2026		45 Participants
Managing Performance and Coaching for Results Batch 8	Dec. 02 to 03, 2026		45 Participants

• **Target Learning Needs / Target Competency**

LEADERSHIP COMPETENCY	Managing Performance and Coaching for Results
DEFINITION	Maximizes existing partnership and networks and capitalizes on these to deliver or enhance work outcomes
PROFICIENCY LEVEL	Basic
DESCRIPTION	Monitors work and/or team climate and applies the appropriate action using available tools, including basic knowledge of coaching, to ensure that work or performance matches or exceeds the required standards
Nurtures a coaching culture	1.1 Promotes timely, concrete, evidence-based, and behavioral feedback during performance management conversations based on appropriate and available tools to check and monitor the progress of employees or team members on goals and work.
Promotes performance - based culture	1.2 Promotes timely, concrete, evidence-based, and behavioral feedback during performance management conversations based on appropriate and available tools to check and monitor the progress of employee or team members on goals and work.
Nurtures a coaching culture	1.3 Explains the coaching process, particularly, the concept of "coaching is coachee-driven" when conducting coaching sessions to employees as well as expectations with individuals or among team members; and prepares the agreed work plan or commitment with the individual or group.
Applies appropriate coaching techniques confidently and flexibly	1.4 Asks powerful questions that begin with what, when, who, how much and how many to make a coachee understand the root cause of long-standing issues or a situation that falls short of his/her superior's expectation and to help the coachee identify goals, reality, options, and actions.
Demonstrates supportive leadership	1.5 Gives genuine acknowledgement of a person's qualities and feedback on developmental needs.
Builds a respectful, egalitarian climate during performance management and coaching conversations	1.6 Communicates standards and expectations for mutual support and respect, and open and honest relationship.
Commits to continuous learning and improvement	1. 7 Acknowledges mistakes and learns from them
PROFICIENCY LEVEL	Intermediate
DESCRIPTION	Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for growth and development.
Cultivates a robust network of connections and working relationships	2.1 Sets up regular meetings or consultations with the team, partners, or other stakeholders to gather and respond to feedback on what is working, what needs are unmet, and how to resolve specific problems, and to recognize areas of common interest to plan and carry out joint initiatives.
Negotiates and influences persuasively	2.2 Demonstrates reliability and uses this to build credibility with team members, partners, or stakeholders to negotiate outcomes.
Promotes value of transparency and open communication	2.3 Articulates proactively the expectations and concerns of team members and relevant stakeholders and implements measures to address them to build synergy and goodwill
Addresses gender and other diversity issues, discriminatory and	2.4 Integrates into the unit work plan a project/activity/program that addresses gender issues, discriminatory and exclusionary behavior within the office and in relation to partners, networks,

exclusionary behavior	and other stakeholders themselves in a coaching or performance improvement conversation.
Demonstrates supportive leadership	2.5 Provides adequate support and resources to coaches/employees to implement their learning and development interventions.
Builds a respectful, egalitarian climate during performance management and coaching conversations	2.6 Guides the coaches to arrive at a course of action of their own choosing to reach his/her performance goals for the division.
Commits to continuous learning and improvement	2.7 Accepts accountability for mistakes and takes corrective action.

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:

- Explain the leader's role in setting expectations, monitoring performance, and developing people through coaching.
- Identify the principles of giving constructive feedback.
- Prepare an action plan that improves individual performance through coaching.

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 have basic understanding of 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 three (3) years for online training.
- **The Subject Matter Expert/s (SMEs) assigned to deliver the training shall have the following criteria:**
 - Should be a graduate of four-year degree course, with at least three (3) years of work experience as lecturer / facilitator in delivering training programs of similar nature to public and/or private sector organizations;
 - Preferably with post-graduate degree related to the subject matter (but not required);
 - Capable of delivering an online 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 via online platform;
- Communicate the training engagement protocols to PPA through PPATI prior to training implementation;
- Submit the proposed course design as part of the quotation/proposal for bidding;
- Submit the finalized/approved course design one (1) month 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 of the training handouts;
 - electronic copy of Pre and Post Tests; and
 - electronic and hardcopy of Certificate of Training within seven (7) working days after 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;
- 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
- Perform other services necessary for the delivery of the training.

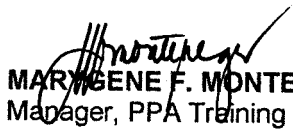
VI. PPA RESPONSIBILITIES

- Provide the number of enrollees as stated;
- Provide staff who will serve as training facilitator and will assist during the pre-, actual, and post-training activities;
- Issue a separate Certificate of Training to each participant;
- Provide the online platform for the conduct of the training; and
- Pay the service provider as per contract once the Service Provider fulfills its stated responsibilities in Section V.

VII. BUDGET

Funding shall be chargeable against the approved PPA CY 2026 Learning and Development Programs and Budget.

Approved by:


MARYGENE F. MONTENEGRO
Manager, PPA Training Institute

Omnibus Sworn Statement Form
[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*
 - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. [Name of Bidder] complies with existing labor laws and standards; and
9. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].
10. [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.
11. In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. ____.

WITNESS MY HAND AND SEAL this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Notarial Commission No. ____

Notary Public for ____ until ____

Roll of Attorneys No. ____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. ____

Page No. ____

Book No. ____

Series of ____