



**REQUEST FOR QUOTATION**  
(Small Value Procurement)

Name of Project : **PROCUREMENT OF RESOURCE PERSON  
FOR LEAN MANAGEMENT SEMINAR  
(BATCH 1-4)**

Approved Budget for the Contract : **P720,000.00**

Deadline for Submission : **May 7, 2019**


Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current PhilGeps Registration Number, Mayor's/ Business Permit, Income/Business Tax Return, Omnibus Sworn Statement, and Professional License/Curriculum Vitae of Resource Persons.

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  
5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive  
South Harbor, Port Area, Manila  
Telephone/Fax No. 527-47-35  
954-88-00 loc. 539  
PPA Website: [www.ppa.com.ph](http://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**

**1. BACKGROUND**

Lean thinking has become an enterprise-wide philosophy and a business improvement system that, when applied successfully, can tap into innovative thinking, break down barriers to resolve key issues and deliver extraordinary results. Furthermore, lean uses methods for eliminating factors that waste time, effort or money. This is accomplished by analyzing a business process and then revising it or cutting out any steps that do not create value for customers.

The Lean Management key concepts training is a useful overall approach for implementing a lean transformation in the organization where key tools and business system philosophy is designed to continuously improve competitiveness by achieving the highest quality lowest cost and shortest lead time.

**2. OBJECTIVE**

The primary objective of this program is to effectively equip, develop, and enable leaders to effectively and efficiently improve organizational performance using the underlying philosophy of lean and how the elements and philosophy work together to create a lean enterprise.

**3. SCOPE OF WORK**

**2.1 Project Duration**

The service of the experts/s shall cover a period of three (6) months

**2.2 Project Scope**

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

<b>Course Title</b>	<b>Description</b>	<b>Tentative Schedule</b>	<b>Cost</b>
Lean Management (3 days)	Lean management creates more value with fewer resources, reducing unwanted activities or process that do not add value to a service for a customer.	May 14-16, 2019 Batch 1	₱180,000.00/ batch maximum of 35 participants
		June 26-28, 2019 Batch 2	
		July 24-26, 2019 Batch 3	
		August 7-9, 2019 Batch 4	
<b>TOTAL CONTRACT PRICE</b>			<b>₱720,000.00</b>

**2.3 Scope of Services**

2.3.1 Serve as Subject-Matter-Expert

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

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

- 2.3.4 Provide training handouts/manuals/kits, SMA's presentation (PowerPoints, videos and /or other media to be used to enhance the delivery modules), activity forms, etc.
- 2.3.5 Provide certificate of completion signed by the Agency Head
- 2.3.6 Provide one (1) Course Administrator
- 2.3.7 Prepare and submit Post Training Report
- 2.3.8 Perform all other acts necessary to the foregoing.

#### 4. MINIMUM QUALIFICATION

- 3.1 With at least 25 years of experience in implementing training programs for the government sector
- 3.2 Proficient in handling adult learners
- 3.3 Well-versed in designing Interactive Exercises


#### 5. PPA RESPONSIBILITIES

- 4.1 Provide training venue, equipment, meals and transportation for the SMEs, participants and Course Administrator;
- 4.2 Provide accommodation of SME and one Course Administrator;
- 4.3 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;
- 4.4 Ensure 100% attendance of participants all throughout the sessions.

#### 6. BUDGET

The budget estimates for the procurement of services of expert to deliver the 3-day seminar on **Lean Management** amounted to **ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (P180,000.00)** per batch for the four (4) batches or a total of **SEVEN HUNDRED TWENTY THOUSAND PESOS ONLY (P720,000.00)**, inclusive of VAT.

Funding shall be chargeable against the PPA-Approved Learning and Development Programs and Budget Funds CY 2019.

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

  
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