



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-026-2025

Name of Project : **Procurement of Service Provider for the
Conduct of Training on Results Based Monitoring
and Evaluation.**

Approved Budget for the Contract : **₱100,000.00**

Deadline for Submission : **June 9, 2025**

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, Professional License/ Curriculum Vitae, Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney.

Quotations shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th floor 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
TRAINING ON RESULTS BASED MONITORING AND EVALUATION
(ASD-026-2025)

I. INTRODUCTION

Results-Based Monitoring and Evaluation (RBM&E) is a systematic approach used to assess the performance of projects, programs, and policies by focusing on measurable results. It moves beyond merely tracking activities and outputs, emphasizing outcomes and long-term impacts. RBM&E enhances accountability, improves decision-making, and ensures the efficient use of resources to achieve desired goals both from the private and public sectors.

The course provides essential knowledge to deliver and support the monitoring and evaluation requirements of continuously improving the delivery of government programs and the attainment of its goals and objectives. Since RBM&E lies in its ability to provide evidence-based insights, organizations can enhance transparency, demonstrate the effectiveness of their interventions, and foster a culture of continuous learning and adaptation.

This three-day course provides participants with a comprehensive understanding of RBM&E. Through discussions, hands-on exercises, and workshops, participants will learn RBM&E concepts, define key performance indicators, and integrate monitoring and evaluation processes.

Below are the following schedules of training:

Title	Tentative Dates	Venue	Target Number of Participants
Training on Results Based Monitoring and Evaluation Batch 1	June 25-27, 2025	Manila	50
Training on Results Based Monitoring and Evaluation Batch 2	July 15-17, 2025	Manila	50

II. PROJECT DESCRIPTION

2.1 Project Duration

To cover a period of one (1) year.

2.2 Project Scope

The services to be rendered shall cover the training programs identified in Section I hereof.

III. OBJECTIVE

This seminar enables participants to effectively apply Results-Based Monitoring and Evaluation (RBM&E) concepts in their respective organizations. Participants will gain the skills to design results frameworks, identify key performance indicators, and implement data collection and analysis techniques to measure project effectiveness. By applying these concepts, they will enhance accountability, improve decision-making, and drive positive outcomes.

By the end of the training, participants will be able to:

1. Differentiate between traditional M&E and Results-Based M&E;
2. Apply the results chain concept, including inputs, outputs, outcomes, and impacts;

3. Utilize various tools and techniques for data collection and analysis to support evidence-based decision-making;
4. Identify best practices for maintaining an effective monitoring and evaluation system; and
5. Create a basic RBM&E plan for a sample project, incorporating key performance indicators and expected results.

IV. SCOPE OF SERVICES AND REQUIREMENTS

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

4.1 Qualifications of Service Provider:

1. Must have expertise in project management, monitoring, and evaluation;
2. Must have lecturers who are subject matter experts;
3. Must have an experience with government procurement bidding process;
4. Must have basic understanding of PPA's mandate and functions;
5. Must have implemented similar training for both public and private organizations;
6. Must have the capability to implement both in-person and online training;
7. Must have at least five (5) years experience in-person training delivery and two (2) years for online training.
8. Must have no existing service contract with or within PPA.

4.2 The Subject Matter Expert/s (SMEs) assigned to deliver the training shall have the following criteria:

1. 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;
2. Technical Certificate/Training and work experience related to project management, monitoring, and evaluation;
3. Preferably with postgraduate degree related with the subject matter (but not required); and
4. Capable to deliver both in-person and online training.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Provide one (1) subject matter expert to deliver the training;
2. Conduct the training on site/in-person;
3. Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation;
4. Submit course design two (2) weeks prior to the conduct of training in accordance with PPA requirements for approval;
5. Submit the electronic copies of the course modules, master copy of the participant's workbook, exercise forms and training handouts prior to the conduct of the training in accordance with PPA requirements;
6. Provide the following to the participants:
 - electronic copy of training handouts
 - electronic and hardcopy of certificate of training at most 10 working days after the conduct of the training, and
 - electronic and hardcopy of Pre and Post-tests;
7. Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI);

8. 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
9. Perform other services necessary for the delivery of the training.

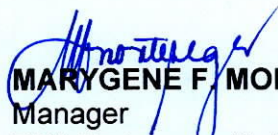
VI. PPA RESPONSIBILITIES

1. Provide the number of enrollees as stated;
2. Provide the meals, training venue, relevant supplies and equipment, and accommodation, per diem and transportation of participants;
3. Shoulder the meals, accommodation, and transportation of one (1) SME with the following conditions:
 - 3.1. Meals include lunch, and AM & PM snacks (meals outside training hours and other incidental expenses shall be shouldered by the SME).
 - 3.2. Accommodation is at PPA's dormitory
 - 3.3. Transportation:
 - 3.3.1. Via land - Round trip land transfer to and from Head Office with pick up and drop off points within Metro Manila only
4. Coordinate the training program;
5. Issue a separate Certificate of Training to each participants;
6. Ensure that each participant has necessary materials and supplies needed for the training;
7. Provide the online platform in the event the training will be conducted online due to uncontrollable situation; and
8. Pay the service provider as per contract.

VII. BUDGET

Funding shall be chargeable against the Approved CY 2025 Learning and Development Programs and Budget

Approved by:


MARYGENE F. MONTENEGRO
Manager
PPA Training Institute