



BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION

(Small Value Procurement)

Name of Project : **Service Provider for the Conduct of Trainings and Learning and Development Seminar-Variou (Retirement/GAD/IMS/HR/Annual Conference) – Work Environment Measurement Training (WEMT)**

Approved Budget for the Contract : **₱ 219,000.00**

Deadline for Submission : **June 10, 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:

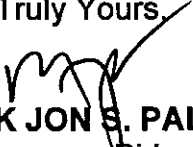
1. Duly signed quotation/offer by the Authorized Representative (with proof of authorization).
2. Valid Business/Mayor's Permit
3. PhilGEPs Registration Number
4. Professional License/Curriculum Vitae
5. Duly signed Omnibus Sworn Statement by the authorized representative and duly notarized

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

Service Provider for the Conduct of Trainings and Learning and Development Seminar – Various (Retirement/GAD/IMS/HR/Annual Conference) - Work Environment Measurement Training (WEMT)

I. INTRODUCTION

Work Environment Measurement Training (WEMT) is designed to strengthen the knowledge and competencies of personnel in assessing and monitoring workplace conditions to ensure a safe, healthy, and productive work environment. This training introduces the fundamental concepts, standards, and procedures involved in measuring various workplace environmental factors such as noise, temperature, ventilation, lighting, and other occupational hazards that may affect workers' health and performance. This training aims to support organizations in maintaining compliance with occupational safety standards while promoting the well-being and protection of all workers.

Based on the approved CY 2026 PPA Learning and Development Programs and Budget (LDPB), the PPA Training Institute (PPATI) has tentatively scheduled the conduct of the training on Work Environment Measurement Training (WEMT) on the following schedule:

Batch No.	Tentative Dates	Venue/Platform	Target Number of Participants
1	August 11-13, 2026	PPA GAD Center	48
2	August 18-20, 2026	PMO Davao	45
3	September 22-24, 2026	PPA GAD Center	53

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. OBJECTIVES AND TOPICS

Performance Objective

The participants shall be able to apply the fundamental principles and procedures of Work Environment Measurement by identifying potential workplace environmental hazards, conducting basic measurements of key environmental factors, interpreting the results, and recommending appropriate measures to help ensure a safe, healthy, and compliant work environment.

Objectives

During the training, the participants will be able to:

- Explain the fundamental concepts, standards, and importance of Work Environment Measurement in promoting occupational health and safety.
- Demonstrate the proper procedures and techniques in measuring workplace environmental factors using appropriate tools and instruments.
- Analyze the results of work environment measurements to identify potential hazards and recommend appropriate control measures for a safe and healthy workplace.

Topics

- Introduction to Occupational Safety and Health (OSH) and the Work Environment Measurement Training (WEMT)
- Legal Framework and Standards in Occupational Safety and Health (OSH)
- Workplace Hazards and Risk Factors
- Fundamentals of Work Environment Measurement
- Measurement of Physical Hazards
- Air Quality and Ventilation Measurement
- Work Environment Factors and Measurement Methods
- Instruments and Techniques in Work Environment Measurement
- Data Analysis and Interpretation of Measurement Results and Control Measures
- Control Measures and Risk Reduction

IV. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the minimum requirements stated below for the conduct of the training on Work Environment Measurement Training:

4.1 Qualifications of Service Provider:

1. Must have subject matter experts (SMEs) in Work Environment Measurement Training;
2. Must have extensive pool of SMEs to ensure availability of trainers in case of simultaneous conduct of training;
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 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 obtained a Performance Evaluation rating of at least 80% for service provider with previous contract with PPA for the last three (3) years; and
9. 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 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. Must be a DOLE-accredited professional who conducts training on evaluating physical/chemical workplace hazards to ensure compliance with OSHS Rule 1077;
3. Preferably with postgraduate degree related with the subject matter (but not required);
4. Technical Certification/Training on BOSH related to WEMT;
5. Relevant work experience in the implementation of WEMT; and
6. Capable to deliver both in-person and online training.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Provide one (1) subject matter expert to deliver each batch of training;
2. Conduct the training on site/in-person and online (when necessary);
3. Shoulder the SMEs air, land, and sea transportation fare and accommodation (when necessary);
4. Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation;
5. Submit course design two (2) weeks prior to the conduct of training in accordance with PPA requirements for approval;
6. 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 training in accordance with PPA requirements
7. 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;
8. Submit results of all related tests/evaluations/assessments to PPA thru PPATI;
9. 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
10. 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, accommodation, per diem and transportation of participants;
3. Shoulder the meals, and accommodation 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).
 - SMEs may opt to stay at PPA Port Management Office's dormitory when available. In any case that the PMO's dormitory is not available, the service provider shall provide the necessary provision for the SME's accommodation
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.

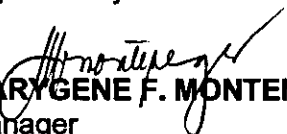
VII. BUDGET

7.1 The following is the Approved Budget for the Contract:

Batch	Title	Amount
3	Work Environment Measurement Training (WEMT)	219,000.00
	TOTAL	219,000.00

7.2 Funding shall be chargeable against PPA CY 2026 Learning and Development Programs and Budget (LDPB).

Approved by:


MARYGENE F. MONTENEGRO
Manager
PPA Training Institute

PMTS
 MPS/nldg-WEMT2026

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 _____.