



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-025-2023

Name of Project : **PROCUREMENT OF SERVICE PROVIDER
FOR THE CONDUCT OF TRAINING ON
CREATING AND LEADING HIGH
PERFORMING TEAMS (PERFORMANCE
MANAGEMENT)**

Approved Budget for the Contract : **P746,666.67**

Deadline for Submission : **July 19, 2023**


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

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 TRAINING ON
CREATING AND LEADING HIGH PERFORMING TEAMS (PERFORMANCE
MANAGEMENT)
(ASD-025-2023)**

I. INTRODUCTION

Creating and leading high-performing teams is an essential leadership ability. High-performing teams are led by leaders who communicate, motivate, mentor, and monitor performance. These leaders must perform different roles to ensure that their team performance contributes to the visions and targets of an organization. Leaders must possess skills in balancing authority and influence to empower employees to perform their best. They should be able to understand and handle team dynamics to be able to deal with conflicts. Thus, this training is developed to provide leaders with management techniques and performance management strategies to oversee team performance, boost productivity, and ensure that their team performance contributes to the achievement of company goals.

This 24-hour course is designed to equip the participants with the knowledge needed to better lead employees and build high-performing teams within the organization. It provides knowledge in managing and motivating team members. It discusses the role of leaders, goals alignment, team dynamics, developing high performing teams, conflict management and performance management.

Based on the approved CY 2023 PPA Learning and Development Programs and Budget (LDPB) the PPA Training Institute (PPATI) has tentatively scheduled the conduct of the following trainings:

Title	Tentative Dates	Venue	Target Responsibility Centers and No. of Participants
Creating and Leading High Performing Teams (Performance Management) Batch 1	July 25 to 27, 2023	Manila	Head Office Personnel 20 Participants
Creating and Leading High Performing Teams (Performance Management) Batch 2	August 1 to 3, 2023	PMO Northern Luzon	PMOs under Luzon Cluster 20 Participants
Creating and Leading High Performing Teams (Performance Management) Batch 3	August 23 to 25, 2023	PMO Panay Guimaras	PMOs under Visayas Cluster 20 Participants
Creating and Leading High Performing Teams (Performance Management) Batch 4	September 26 to 28, 2023	PMO Agusan	PMOs under Mindanao Cluster 20 Participants

1.1 Target Learning Needs/Target Competency

LEADERSHIP COMPETENCY	Creating and Nurturing A High Performing Organization
DEFINITION	Creates a high performing organizational culture that is purpose driven, results based, client focused and team oriented.
PROFICIENCY LEVEL	Advance
DESCRIPTION	Creates a culture where teamwork and interdependence are nurtured by facilitating collaboration across organizations.

1.2 Target Learning Needs/Target Competency

DESCRIPTION	BEHAVIORAL INDICATORS
Builds a sense of purpose and direction	Undertakes constructive and continuing dialogue on delivering results consistent with expectations, targets and quality standards.
Promotes results-based culture	Implements results-based planning and monitoring systems and tools within the Office.
Promotes client service orientation	Uses client feedback and benchmarks best practices to continuously improve service delivery.
Builds teams and enables effective work performance	Promotes the use of cross-functional C3 (coordination, complementation, and collaboration) to sustain a team-based working environment.
Nurtures a learning organization	Provides opportunities and outlets for employees to share new insights and experiences with others across levels and functions. Encourages coaches and provides employees adequate support and resources for them to become coaches.

II. PROJECT DESCRIPTION

1.1 Project Duration

To cover a period of one (1) year.

1.2 Project Scope

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

III. OBJECTIVE

The objectives of the training are as follows:

1. Review the role of leaders and the ways in crafting visions, building alignment, and championing execution;
2. Determine strategies to improve team dynamics;
3. Identify the styles in managing conflict at work; and
4. Recognize the methods in effective performance management.

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 Qualification of Service Provider

- Must have extensive expertise in conducting leadership training focused on performance management;
- Must have resource persons who are 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;
- Must have at least five (5) years experience in-person training delivery and two (2) years for online training

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

- College Graduate with PRC License, if applicable;
- Capable of delivering both in-person and online training
- Capable of leading discussions;
- Knowledgeable delivering collaborative learning;
- Capable presenting case studies; and
- Capable of designing, developing and presenting audio-visual materials

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 participants the following:
 - 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. Provide recording of the training sessions to PPA through the Training Institute (PPATI) if it will be conducted online due to uncontrollable situations;
8. Submit results of all related tests / evaluations / assessments to PPA thru the Training Institute (PPATI);
9. Prepare and submit Post Training Report; 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 training staff who will serve as the focal person during the pre, actual, and post-training activities and will assist in the conduct of the training;
3. Provide the meals, training venue, relevant supplies and equipment, and accommodation, per diem, and transportation of participants;
4. Provide the accommodation and transportation of one (1) SME for trainings to be conducted outside Metro Manila. Meals (outside training hours) and other incidental expenses shall be shouldered by the SME;
5. Issue a separate Certificate of Training to each participant;
6. Ensure that each participant has necessary materials and supplies needed for the training;
7. Pay the service provider as per contract; and
8. Provide an online platform in the event the training will be conducted online due to uncontrollable situation.

VII. BUDGET

The budget estimates for the procurement of expert to deliver the 3-day seminar on **Creating and Leading High Performing Teams (Performance Management)** amounted to **EIGHT HUNDRED THOUSAND PESOS (P 800,000.00)** for the four (4) batches, inclusive of VAT.

Funding shall be chargeable against the Approved CY 2023 Learning and Development Programs and Budget.

Approved by:


MARYSENE F. MONTENEGRO
Manager, PPA Training Institute