



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

Name of Project : **Procurement of Service Provider for the Conduct of Training on Cash Management and its Internal Control System and updates on COA Regulations**

Approved Budget for the Contract : **P 405,000.00**

Deadline for Submission : **August 14, 2019**


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, Omnibus Sworn Statement and 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. 527-4735  
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 FOR THE PROCUREMENT OF SERVICE PROVIDER  
FOR THE CONDUCT OF TRAINING ON CASH MANAGEMENT AND ITS INTERNAL  
CONTROL SYSTEM AND UPDATES ON COA REGULATIONS  
(BAC-PGCS-092, 106 and 121)**

**I. INTRODUCTION**

Based on the approved CY 2019 PPA Learning and Development Programs, the PPA Training Institute (PPATI) has scheduled the conduct of Training on Cash Management and Its Internal Control System and Updates on COA Regulations for PPA finance and disbursing officers, cashiers and collection representatives.

This 24-hour course is designed to provide an in-depth understanding of internal control systems pertaining to the handling and custody of government funds. It introduces the different kinds of government funds and their purposes and discusses the accountability, responsibility and liability of the Head of Agencies and Accountable Officers over government funds. It also covers all cash received by the government, the different procedures of collections and the laws and regulations over cash receipts and collections as well as the rules and regulations on the internal control over expenditures and disbursements.

<b>Batch</b>	<b>No. of Pax (Guaranteed)</b>	<b>No. of Day/s</b>	<b>Tentative Date</b>	<b>Venue</b>	<b>Amount</b>
1	30	3	September 17-19, 2019	Davao	135,000.00
2	30	3	October 28-30, 2019	Manila	135,000.00
3	30	3	November 5-7, 2019	Manila	135,000.00
<b>TOTAL</b>					<b>P 405,000.00</b>

**II. PROJECT DESCRIPTION**

**1. Project Description**

The services of the expert/s shall cover a period of one (1) year.

**2. Project Scope**

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

**III. OBJECTIVE**

The main objective of the program is to update the participants' knowledge of laws, rules and regulations regarding collections and disbursements of cash and help them apply their learning in internal control system to cash 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:

##### **1. Qualifications of the Service Provider**

- 1.1 Can provide resource person/s who has expertise on laws, rules and regulations pertaining to cash management and internal control system;
- 1.2 Must have conducted similar training for the last 10 years; and
- 1.3 Can directly negotiate with requesting entity the terms of technical assistance to be rendered.

##### **2. The Subject-Matter-Expert/s (SMEs) assigned to deliver the training shall have the following criteria:**

- 2.1 Must be an accredited resource person of the service provider;
- 2.2 With expertise in cash management and its control system and related Commission on Audit (COA) regulations;
- 2.3 Competent in handling adult learners; and
- 2.4 With at least five (5) years of experience as trainer, resource person or speaker.

##### **3. SERVICE PROVIDER RESPONSIBILITIES**

- 3.1 Designate a Training Team comprised of Subject Matter Experts (SMEs) and Training Specialist who shall manage and coordinate the conduct of the training;
- 3.2 Provide locally-based Training Team who will handle training delivery at PPA-identified venues;
- 3.3 Submit a customized course design prior to the conduct of training in accordance with PPA requirements;
- 3.4 Provide, submit and waive the copyright of the customized course modules, master copy of the participant's workbook, exercise forms, and training handouts (together with the soft copy) prior to the conduct of the training in accordance with PPA requirements;
- 3.5 Conduct the training on the scheduled dates, unless changed by mutual understanding of both parties;
- 3.6 Provide the Course Agenda and training kits for the participants inclusive of training bags, notebooks, pens and ID on the first day of the training; whereas e-copy of the PowerPoint presentations in PDF format will be forwarded to the participants via e-mail one working day after the conduct of the training;
- 3.7 Conduct post-training evaluations;
- 3.8 Provide and submit results of all tests/evaluations/assessments to PPA;
- 3.9 Distribute Certificates of Training;
- 3.10 Issue an official receipt upon receipt of payment for Training Fee; and
- 3.11 Perform and complete the scope and services with the highest standards of professionalism and ethical competence and integrity.

#### **4. PPA RESPONSIBILITIES**

- 4.1 Provide at least thirty (30) participants per batch;
- 4.2 Provide the meals, training venue, relevant supplies and equipment;
- 4.3 Provide transportation to and from the venues of the following:
  - Participants; and
  - PPA training coordinator
- 4.4 Implement the training program;
- 4.5 Issue the Certificates of Appearance and Training to each participant;
- 4.6 Provide a certified copy of Certificate of Availability of Funds (CAF) for this engagement; and
- 4.7 Pay the service provider the package rate agreed upon computed at the rate of P1,500.00/participant/day net of tax based on the number of participants every after completion of each batch of training.

Approved by:

  
**MARYGENE F. MONTENEGRO**  
Acting Department Manager  
PPA Training Institute