

BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Service Provider for the
Online Conduct of Root Cause Analysis
Training**

Approved Budget for the Contract : **₱307,166.00**

Deadline for Submission : **September 22, 2026
8:00 a.m. – 5:00 p.m.**

Please submit your quotation based on the attached Terms of Reference, together with the following documentary requirements on the specific date for submission, as follow:

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

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.

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
PROCUREMENT OF SERVICE PROVIDER FOR THE ONLINE CONDUCT OF
ROOT CAUSE ANALYSIS TRAINING

I. INTRODUCTION

PPA continues to strengthen its institutional capacity in the effective implementation of its Quality Management System. A critical area for improvement lies in enhancing the agency's approach to addressing findings from audit reports, particularly non-conformities that require systematic and sustainable resolution.

At present, there is a need to further develop employees' competencies in diagnosing underlying issues beyond surface-level symptoms. Strengthening skills in Root Cause Analysis (RCA) will enable personnel to identify process gaps, determine the fundamental causes of non-conformities, and implement appropriate corrective and preventive actions more effectively.

In this regard, the conduct of Root Cause Analysis Training is recommended to equip employees with structured methodologies, analytical tools, and industry-aligned best practices. This training will support the agency in promoting a culture of continuous improvement, ensuring that identified issues are addressed comprehensively, and enhancing overall service quality and operational efficiency.

This 24-hour training program is designed to strengthen the competencies of PPA QMS personnel in conducting RCA. It equips participants with structured methodologies, analytical tools, and industry-aligned best practices to systematically identify underlying causes of issues and non-conformities. The program aims to enhance the agency's capability to develop effective, evidence-based solutions, thereby improving decision-making, ensuring sustainable corrective actions, and supporting continuous improvement in service delivery.

Below are the following schedules for the online Root Cause Analysis Training for PPA personnel involved in the implementation of Quality Management System (QMS) and Integrated Management Systems (IMS) nationwide:

Batch	Tentative Dates	Venue/ Platform	Target Number of Participants
Batch 1	October 27-29, 2026	Webex	76
Batch 2	November 10-11, 2026		77
Batch 3	December 1-3, 2026		77

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

By the end of the training, the participants will be able to apply structured Root Cause Analysis (RCA) methodologies and analytical tools in identifying the underlying causes of issues and non-conformities, and in developing effective corrective and preventive actions that support continuous improvement in PPA's Quality Management System and service delivery processes.

Objectives

During the training, the participants will be able to:

1. Explain the fundamental concepts, principles, and importance of Root Cause Analysis (RCA) in addressing non-conformities and supporting continuous improvement within the Quality Management System;
2. Demonstrate the proper application of RCA methodologies, tools, and techniques in identifying and analyzing the underlying causes of workplace issues and audit findings; and
3. Develop evidence-based corrective and preventive actions that promote accountability, sustainable solutions, and continuous improvement in organizational processes and service delivery.

Topics

- Introduction to Root Cause Analysis (RCA)
- Fundamentals of Quality/Integrated Management Systems and Non-Conformities
- Problem Identification and Data Gathering Techniques
- RCA Analytical Tools
- Conducting Root Cause Analysis in Port Operations
- Developing Corrective and Preventive Actions
- Corrective Action Planning
- RCA Documentation and Reporting
- Culminating Practical Exercise: Comprehensive RCA Simulation
- Synthesis, Commitment Setting, and Action Planning

IV. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the minimum requirements stated below for the conduct of the Root Cause Analysis Training:

4.1 Qualifications of Service Provider:

1. Must have subject matter experts (SMEs) in integrated management systems, problem, root cause and data analysis, and structured methodologies;
2. Must submit at least 2-3 SME profile 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 both in-person and online training delivery; and
8. Must have obtained a Performance Evaluation rating of at least 80% for service provider with previous contract with PPA for the last two (2) years.

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. Preferably with postgraduate degree related with the subject matter (but not required);
3. Preferably with technical Certification/Training on Root Cause Analysis, Lean Six Sigma or Total Quality Management (but not required);
4. Relevant work experience; and
5. 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 online;
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 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.

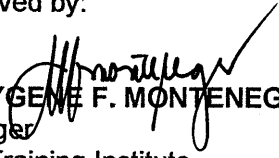
VI. PPA RESPONSIBILITIES

1. Provide the number of enrollees as stated;
2. Provide the video conferencing platform;
3. Coordinate the training program;
4. Issue a separate Certificate of Training to each participants;
5. Ensure that each participant has necessary materials and supplies needed for the training; and
6. Pay the service provider as per contract.

VII. BUDGET

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

Approved by:


MARYGENE F. MONTENEGRO
Manager
PPA Training Institute

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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 _____.