



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-029-2025

Name of Project : **Procurement of a Training Service Provider
for the Validation of Cargo Rigging and
Slinging Course**

Approved Budget for the Contract : **₱ 105,000.00**

Deadline for Submission : **October 20, 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 and 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 A TRAINING SERVICE PROVIDER FOR THE VALIDATION OF
CARGO RIGGING AND SLINGING COURSE
(BAC-PGCS- ASD-029-2025)

I. INTRODUCTION

In line with the approved CY 2025 Learning and Development Programs and Budget for Non-Organic Personnel, the PPA Training Institute (PPATI) has scheduled the validation of the Cargo Rigging and Sliding Course.

This course has been developed based on the core competencies required of Stevedores, Riggers, Slingers. It will include both theoretical lectures and practical hands-on exercises. After the validation, PPATI will administer a feedback questionnaire to participants to assess the content and effectiveness of each module. The target participants are Stevedores, Riggers, Slingers from Port Terminal Management Offices (PTMOs) and Cargo Handling Operators (CHOs). Below is the tentative implementation date and the corresponding number of participants:

No.	Course Title	Tentative Date of Implementation	Number of Target Participant (as per approved CY 2025 LDPB)
1	Cargo Rigging and Sliding Course	November 4-7, 2025	7

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 validation of the course identified in Section I hereof.

III. COURSE DESCRIPTION

The Cargo Rigging and Sliding course focuses on the proper selection and maintenance of gears and equipment for cargo handling and the best practices and techniques to safety sling and rig loads. It includes installing and inspecting rigging gears and assisting crane operators in moving the loads.

IV. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider (SP) contracted shall follow the requirements stated below for the validation of the above-mentioned courses;

4.1 Qualifications of Service Provider:

- 4.1.1. Must have resource persons who are subject matter experts in cargo rigging and slinging;
- 4.1.2. Must be familiar with the government procurement bidding process; and

- 4.1.3. Must have the capability, appropriate training equipment, tools, and resources to conduct face-to-face training.

4.2 The subject-matter-expert/s (SMEs) assigned to deliver the validation shall have the following criteria:

- 4.2.1. Must have training/technical certification, if any, appropriate to the validation;
- 4.2.2. Must have relevant work experience; and
- 4.2.3. Must be capable of delivering both the theoretical and practical exercises.

V. SERVICE PROVIDER RESPONSIBILITIES

- 5.1. Provide one (1) subject matter expert to deliver the validation;
- 5.2. Conduct lectures, exercises, workshops, and tests;
- 5.3. Communicate the training engagement protocols to PPATI prior to implementation of the validation;
- 5.4. Follow the course design developed by PPATI and use the materials that PPATI will provide. Changes/enhancements to be introduced by the SP should be discussed with PPATI and agreed upon prior to the validation;
- 5.5. Provide equipment, gears, and other materials needed for practical exercises;
- 5.6. Provide board and lodging during the duration of the validation;
- 5.7. Provide transportation to and from the validation venues/facilities;
- 5.8. Provide provisions for food, including AM snacks, lunch, and PM snacks;
- 5.9. Provide electronic copy and hard copy of training handouts to the participants;
- 5.10. Provide electronic copy and hard copy of training certificates for the graduates at most ten (10) working days after the conduct of the validation;
- 5.11. Submit results of all related tests/evaluations/assessments to PPATI; and
- 5.12. Perform other services necessary for the delivery of the validation.

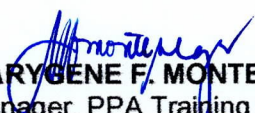
VI. PPA RESPONSIBILITIES

- 6.1. Provide the number of target participants as approved in the CY 2025 Learning and Development Programs and Budget. If the number of registered participants is below the approved target, PPATI has an option to cancel the conduct of validation;
- 6.2. Provide training staff to coordinate and facilitate the validation;
- 6.3. Administer evaluation questionnaire for each module and at the end of the validation;
- 6.4. Recommend measures for effective and efficient implementation of the programs;
- 6.5. Pay the service provider as per contract.

VII. BUDGET

- 7.1 Funding shall be chargeable against the approved Learning and Development Programs and Budget for Non-Organic Personnel CY 2025.

Approved by:


MARYGENE F. MONTENEGRO
Manager, PPA Training Institute

ADD /RCC /rjb