



REQUEST FOR QUOTATION

(Small Value Procurement)

ASD-024-2023

Name of Project : **PROCUREMENT OF SERVICE PROVIDER
FOR THE CONDUCT OF WORKPLACE
CONFLICT RESOLUTION TRAINING.**

Approved Budget for the Contract : **P100,000.00**

Deadline for Submission : **October 25, 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, and PhilGeps Registration Number.

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,

for: 
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
WORKPLACE CONFLICT RESOLUTION TRAINING
(ASD-024-2023)

I. INTRODUCTION

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

Course	Target Date	No. of Target Participants	Venue
Workplace Conflict Resolution Training	November 14-15, 2023	PPA Personnel nationwide (100 pax)	PPA Corporate Building, A. Bonifacio Drive, South Harbor, Port Area, Manila

This two-day course aims to deepen the understanding of the participants about the different types of conflicts, appropriate approaches to recognize, resolve, and prevent conflicts in the workplace. This course will also tackle finding the root cause of the conflict and how to handle it properly.

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 program identified in Section I hereof.

III. OBJECTIVE

The Workplace Conflict Resolution Training will enable the participants to address negative competency gaps present in the workplace, recognize effective ways of managing employees, resolve conflicts using the different strategies, and advocate positivity in the workplace.

IV. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the minimum requirements stated below for the conduct of the abovementioned program:

4.1 Qualifications of Service Provider:

1. Must have extensive expertise in training in the field of public sector, conflict resolution, social dialogue, problem solving, and critical and creative thinking skills;

2. Must have resource persons who are subject matter experts;
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.

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

1. Should be a 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;
3. Relevant work experience in mediation, negotiation, conciliation, or arbitration; and
4. Capable to deliver both in-person and online training.

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 electronic and hard copy of following to the participants:
 - training handouts
 - Certificate of training at most 10 working days after the conduct of the training, and
 - Pre and Post-tests;
7. Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI) within ten (10) days after the conduct of the training;
8. Provide the online platform and recording of the training sessions to PPA through the Training Institute (PPATI) in the event that the training will be conducted online due to uncontrollable situation; and
9. Perform other services necessary for the delivery of the training.

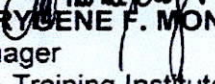
VI. PPA RESPONSIBILITIES



1. Provide the number of enrollees as stated;
2. Provide the meals, training venue, relevant supplies and equipment, and accommodation, per diem, and transportation of participants;
3. Coordinate the training program;
4. Issue a separate Certificate of Training to each participant;
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

1. The Approved Budget for the Contract is P100,000.00.
2. Funding shall be chargeable against CY 2023 Learning and Development Programs and Budget.

Approved by:


MARYLENE F. MONTENEGRO
Manager
PPA Training Institute

TPMD/PMTS
DFMF /ANC___/algm TOR- Workplace Conflict Resolution Training