

REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Service Provider for
the Conduct of Online Training
for Pollution Control Officers (Basic
Pollution Control Officers (PCO)**

Approved Budget for the Contract : **P358, 400.00**

Deadline for Submission : **October 30, 2020**


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 and Omnibus Sworn Statement with Attached Secretary's Certificate.

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
FOR THE PROCUREMENT OF SERVICE PROVIDER FOR THE CONDUCT OF
ONLINE TRAINING FOR POLLUTION CONTROL OFFICERS
[BASIC POLLUTION CONTROL OFFICERS (PCO) TRAINING]**

I. INTRODUCTION

The Department of Environment and Natural Resources (DENR) requires the mandatory compliance and effective enforcement of RA 9275 by establishing linkages among the DENR, the local government agencies and industrial establishments which are potential and actual sources of pollution to carry out national policy of maintaining a reasonable quality of the environment.

Further, DENR Administrative Order No. 2014-02 mandates the accreditation of Pollution Control Officers (PCOs) of local government units, development authorities, **government-owned and controlled corporations**, and other public establishments that discharge solid, liquid, or gaseous wastes to the environment or whose activities, products, or services are actual and/or potential sources of land, water and air pollution.

For this purpose, there is a need for the conduct of the online training intended for the designated pollution control officers in Philippine ports.

Online Training for Pollution Control Officers (PCOs)

No. of Batch	Venue	Date	No. of Pax* (Min.-Max)
1	PPA Head Office	November 23-27, 2020	25-50

*The Service Provider is guaranteed 25 pax for the training program. Should the number exceed the guaranteed number of pax, the service provider will be paid based on the actual head count.

II. PROJECT DESCRIPTION

2.1 Project Description

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

2.2 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 equip the participants with the knowledge and skills in the proper implementation of the policies and provisions of the Department of Environment and Natural Resources (DENR) Administrative Order No. 2014-02.

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 Qualifications of the Service Provider:

1. Must have knowledge and experience of at least three (3) years in the field of Pollution Control and Environmental Policies and Regulations.
2. Must be a DENR-EMB recognized training organization/institution.
3. Must have an experience with government procurement bidding process
4. Must have conducted similar training to at least 10 organizations for the last 3 years
5. Must have capability to implement training through distant learning modes such as but not limited to location-independent online trainings, webinars or live online trainings;
6. Must have appropriate tools and resources to implement training through distant learning modes such as but not limited to location-independent online/virtual training, web-based seminar or live online trainings;
7. Must have at least one (1) year experience in online/virtual/web-based training delivery
8. Preferably have international or local recognition/affiliation

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

1. Graduate of any engineering or science course
2. With ten (10) years of experience in environmental management
3. With five (5) years of experience in conducting environmental training
4. Capable to deliver training thru online/virtual/web-based platforms.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Conduct the training thru a virtual/online/web-based lectures, presentation and discussions, workshops and exercises;
2. Provide the applicable virtual/online/web-based platform for training delivery;
3. The virtual/online/web-based platform should be readily available and user-friendly;
4. Provide a moderator and technical assistance during the virtual/online/web based training;
5. Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation;
6. Submit a customized course design prior to the conduct of training in accordance with PPA requirements;
7. 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/e-copies) prior to the conduct of the training in accordance with PPA requirements;
8. Provide and submit results of all tests/evaluations/assessments to PPA;

9. Provide e-copies of the training handouts to each participant;
10. Issue the corresponding Certificate of Training, as required by DENR, to each participant on the last day of each training batch; and
11. Perform other services necessary for the delivery of the said training.

VI. PPA RESPONSIBILITIES

1. Provide the guaranteed number of twenty-five (25) participants;
2. Ensure that each participant has laptop with webcam, headset or speakers, microphone and stable internet connection; and
3. Pay the Service Provider after the full completion of the training within a period of one (1) year.

Approved by:


MARY GENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute