



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

Name of Project : **Procurement of Service Provider for the Conduct of Seminar-Workshop on Records Disposition Program**

Approved Budget for the Contract : **P 90,750.00**

Deadline for Submission : **November 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, Professional License/Curriculum Vitae, Omnibus Sworn Statement and Secretary Certificate/Special Power of Attorney.

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  
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 SEMINAR-WORKSHOP ON RECORDS DISPOSITION  
PROGRAM  
(BAC-PGCS-078)**

**I. INTRODUCTION**

Organizations are producing increasingly large amount of information and consequently volume of records. In order to maintain a sound records disposition program, there is a need for records officers, records custodians, records keepers and people assigned the responsibility for records management, particularly on the disposition of records to enhance their knowledge on this important aspect of records management.

It is within this context that the PPA Training Institute (PPATI) has scheduled the conduct of seminar-workshop on Records Disposition Program for PPA Records personnel:

<b>Batch</b>	<b>Venue</b>	<b>Tentative Dates</b>	<b>No. of Pax</b>	<b>Amount</b>
1	PPATI Bldg., Roberto S. Oca St., South Harbor, Port Area, Manila	November 18-19, 2019	35	Php 90,750.00

**I. PROJECT DESCRIPTION**

**1.1 Project Description**

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

**1.2 Project Scope**

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

**II. OBJECTIVE**

The main objectives of the program are to instill awareness, appreciation and responsibilities in the implementation of the Records Disposition Program in the agency; to promote and assist in the advancement and dissemination of knowledge through the training of personnel in the field of records disposition administration; and to provide the participants with knowledge and skills as well as correct attitude towards a systematic and economical disposition of records in the office

**III. SCOPE OF SERVICES AND REQUIREMENTS**

The Service Provider contracted shall follow the requirements stated below for the conduct of the above-mentioned program:

**3.1 Qualifications of the Service Provider:**

1. Must have knowledge and experience of at least three (3) years in the field of Records Disposition Program;



2. Must have an experience with government procurement bidding process; and
3. Preferably have international or local recognition/affiliation.

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


1. With technical and field expertise on Records Disposition Program; and
2. Has expertise on the salient provisions and requirements of the Republic Act No. 9470, otherwise known as the "National Archives of the Philippines Act of 2007"; and facilitation of compliance thereof.

**IV. SERVICE PROVIDER RESPONSIBILITIES**

1. Provide locally-based SMEs who will handle training delivery at PPA-identified venues;
2. Submit a customized course design prior to the conduct of training in accordance with PPA requirements;
3. 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;
4. Provide and submit results of all tests/evaluations/assessments to PPA; and,
5. Perform other services necessary for the delivery of the said training.

**V. PPA RESPONSIBILITIES**

1. Provide minimum number of fifty (35) participants per batch;
2. Provide the meals, training venue, relevant supplies and equipment, and accommodation for facilitator/secretariat from Service Provider and PPA (Davao-based training only);
3. Provide transportation to and from the venue of the following:
  - Subject Matter Experts
  - One (1) facilitator/secretariat from Service Provider (airfare transportation Davao-based training only);
  - participants; and,
  - PPA training coordinator.
4. Implement the training program;
5. Reproduce the soft copy of training handouts from the Service Provider for each participant;
6. Issue the Certificate of Training to each participant; and
7. Pay the Service Provider the package rate agreed upon during the procurement process after the full completion of the training in the period of one (1) year.

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

TPMD/PMTS

ERC  /FPG  /adg  /TOR\_SERVICE PROVIDER\_Records Disposition