



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Training Provider/Resource Person for the CY 2020 Advance Corporate Governance Training Workshop**

Approved Budget for the Contract : **P150, 000.00**

Deadline for Submission : **December 03, 2020**

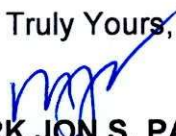
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Omnibus Sworn Statement and Secretary's Certificate/Special Power of Attorney.

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
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 TRAINING PROVIDER/RESOURCE PERSON FOR THE CY 2020 ADVANCED CORPORATE GOVERNANCE TRAINING/WORKSHOP (BAC-PGCS-076-2020)

I. INTRODUCTION

1. In line with Republic Act No. 10149 (Code of Corporate Governance for GOCCs), the PPA Revised Code of Governance, and in compliance with GCG Memorandum Circular (MC) No. 2015-07 and 2012-05 regarding the State's goal of embodying the Corporate Governance standards and practices of GOCCs at par with its ASEAN counterparts, and the fit and proper rule, respectively, PPA will be conducting a training/workshop for the PPA Board of Directors, Officers, and Officials, through web-conference/to wit:

Training/ Workshop	Approved Budget for the Contract	Proposed No. of Participants	Proposed Date
Advanced Corporate Governance Training	Php150,000.00	20	December 2020

2. By the end of the training, the participants must be able to learn:
 - a. Data Privacy for the Organization - the processes, policies and details of implementing data privacy in the context of personal data, access to databases, processes and infrastructure
 - b. Finance and Accounting basics – to interpret and assess the office's financial condition – a skill that helps drive board decisions
 - c. Overview on Money Laundering and Consequences, implications of technology and the role of the board in Anti-Money Laundering Act (AMLA) compliance, and the latest developments in AMLA
 - d. Building Business Resilience in the Corporate Strategy, especially in times of the COVID-19 pandemic, to be agile in planning for the continuity of operations, while mitigating the effects of the crisis
 - e. Elements and process in digital transformation.
 - f. Basics of Crisis Management, or leading in times of turbulence

II. TRAINING/WORKSHOP DESCRIPTION

1. Project Duration

The resource person shall cover the topics within one (1) day.

2. Project Scope

The services to be rendered shall cover the training topics/modules identified under I.2 and VI.1.

3. All quotations to be submitted must be duly signed by an authorized representative, and accompanied with the following documentary requirements:
 - a. Certificate of Accreditation from the GCG as a training provider pursuant to GCG Memorandum Circular No. 2013-01;
 - b. PhilGeps registration;
 - c. Mayor's or Business Permit;
 - d. Income/Business Tax Return;
 - e. Omnibus Sworn Statement with Secretary's Certificate authorizing the representative to sign for and on behalf of the company; and,
 - f. Curriculum Vitae of the Resource Speaker/s
4. Quotations should not exceed Php150,000.00, the Approved Budget for the Contract (ABC). Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.

PPA reserves the right to reject any or all quotations at any time prior to the award of the contract, and to accept quotations as may be considered advantageous to the Government.

PPA will only reply to quotations that can provide/comply with the requirements.

Actual number of participants are subject to change per actual.

III. OBJECTIVE

The training program aims to keep the PPA Board of Directors, Officers and Officials abreast with current Corporate Governance principles, best practices, and regulatory updates.

IV. GENERAL SCOPE OF SERVICES AND RESPONSIBILITIES OF THE TRAINING PROVIDER/RESOURCE SPEAKER

The Resource Speaker shall provide, as follows:

- a. Conduct of training/workshop for the PPA Board of Directors, Officers and Officials, on the following topics/modules:
 - i. Data Privacy for the Organization
 - ii. Finance and Accounting basics
 - iii. Overview on Money Laundering and Consequences
 - iv. Business Resilience
 - v. Elements and process in digital transformation.
 - vi. Basics of Crisis Management, or leading in times of turbulence
- b. Professional and technical expertise on the stated topics;
- c. Copy of the course design; and,
- d. Certificate of Completion/Participation to the participants.

The training provider should process a Certificate of Accreditation from the GCG as a training provider pursuant to GCG Memorandum Circular No. 2013-01.


V. PPA's RESPONSIBILITIES

The PPA shall have the following responsibilities to the resource speaker:

1. Inform the training/workshop venue, and provision of meals/snacks; and,
2. Settle the obligation via send-bill option only, to be processed within 15-30 days from the receipt of the billing statement and other required documents.

VI. BUDGET

1. The Approved Budget for the contract is Php150,000.00
2. Funding shall be chargeable against the PPA Directors' and Committee Members' Expenses.


DANAH S. JARAMILLO
End-User