

TERMS OF REFERENCE

PROCUREMENT OF RESOURCE PERSON FOR THE ADVANCED CORPORATE GOVERNANCE TRAINING/WORKSHOP

I. INTRODUCTION

1. In line with Republic Act No. 10149 (Code of Corporate Governance for GOCCs), the PPA Revised Code of Corporate 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, to wit:

Training/ Workshop	Approved Budget for the Contract (ABC)	Proposed No. of Participants	Proposed Date	Venue
Advanced Corporate Governance Training	PhP134,400.00	20	December 12, 2017	To be determined

2. By the end of the training, the participants must be able to learn the following:

- a) To be knowledgeable of the current principles and practices concerning the Corporate Governance standards;
- b) To determine the roles, responsibilities, and functions of the Directors as members of the Board, the Board Committees; and
- c) To identify the relevance of compliance with the principles and practices under the Corporate Governance;
- d) To be able to initiate and/or recommend actions for the adoption of process/mechanisms which will be beneficial to the Agency.

II. TRAINING/WORKSHOP DESCRIPTION

1. Project Duration

The services of the training provider shall cover a period of **one (1) day**.

2. Project Scope

The services to be rendered shall cover the training topics/modules identified under IV.1 hereof.

III. OBJECTIVE

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

IV. GENERAL SCOPE OF SERVICES AND RESPONSIBILITIES OF THE 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) Governance Committee (Purpose, Functions, Responsibilities and related topics);
 - ii) Relevance of Information Technology in Corporate Governance; and
 - iii) Anti-bribery and Anti-corruption
 - b) Provide professional and technical expertise and coordination concerning Corporate Governance to PPA;
 - c) Master copy of the course design; and
 - d) Certificate of Completion/Participation to the participants.
1. The resource person should possess a Certificate of Accreditation from the GCG as a training provider pursuant to GCG Memorandum Circular No. 2013-01. All quotations to be submitted must also be duly signed and accompanied with the following documents: PhilGeps registration, DTI or SEC registration, Mayor's Permit and Income Tax Return.

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. OTHER TERMS AND CONDITIONS

1. 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.
2. PPA will only reply to quotations that can accommodate the requirements stated in the foregoing.

VI. BUDGET

1. The Approved Budget for the Contract is PhP134,400.00, inclusive of VAT.
2. Funding shall be chargeable against the PPA Board Expenses.

APPROVED:


JASMIN A. PARARUAN
Corporate Board Secretary