



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

Name of Project : **Procurement of Service Provider for the Conduct of Basic Pollution Control Officers Training and Environmental Management Training for Managing Heads**

Approved Budget for the Contract : **P 675,000.00**

Deadline for Submission : **April 15, 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, Omnibus Sworn Statement and Income/Business Tax Return.

Quotations shall be submitted in person to the Property Management Division, 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,

*fr*   
**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 BASIC POLLUTION CONTROL OFFICERS TRAINING AND  
ENVIRONMENTAL MANAGEMENT TRAINING FOR MANAGING HEADS**

**I. INTRODUCTION**

The DENR requires the mandatory compliance and effective enforcement of RA 9275 by establishing linkages among the Department of Environment and Natural Resources (DENR), industrial establishments which are potential and actual sources of pollution, and local government agencies; and 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 following training intended for the designated pollution control officers and managing heads in Philippine ports.

**Basic Pollution Control Officers (PCO) Training\***

Batch	Venue	Date	No. of Pax (Minimum)	Amount
1	PPA Head Office	June 4-7, 2019	100*	Php 600,000**
2	PMO Davao	June 18-21, 2019		
3	PPA Head Office	June 25-28, 2019		

\*Total number of pax (minimum) for three (3) batches

\*\*Total budget for three (3) batches

**Environmental Management Training for Managing Heads**

Batch	Venue	Date	No. of Pax (Minimum)	Amount
1	PPA Head Office	June 3, 2019	25	Php 75,000

**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. 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

### **V. 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;
5. Provide training handouts to each participant;
6. Issue the corresponding Certificate of Training, as required by DENR, to each participant on the last day of each training batch; and,
7. Perform other services necessary for the delivery of the said training.

### **VI. PPA RESPONSIBILITIES**

1. Provide minimum number of participants as follows:
  - For PCOs - one hundred (100) participants
  - For Managing Heads - twenty five (25) participants

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. Issue the Certificate of Attendance to each participant; and
6. 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.

Approved by:

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