



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
BAC-PGCS-060-2018

Name of Project : **Procurement of Service Provider for the Conduct of Basic Occupational Safety and Health (BOSH) Training**

Approved Budget for the Contract : **P210,000.00**

Deadline for Submission : **April 17, 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, Professional License/Curriculum Vitae, PhilGeps Registration Number, and Omnibus Sworn Statement.

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,

  
**ANGELINA A. LLOSE**  
Vice-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 OCCUPATIONAL SAFETY AND HEALTH  
(BOSH) TRAINING**

**I. INTRODUCTION**

The Department of Labor and Employment (DOLE) based on its Occupational Safety and Health Standards (Rule 1030), prescribes the mandatory compliance of personnel assigned to manage safety and health in the workplace to undergo the training on "Basic Occupational Safety and Health (BOSH)" to ensure the highest degree of the physical, mental and social well-being of workers in all occupations.

For this purpose, there is a need for the conduct of the said training intended for the designated safety officers and operations personnel of Philippine ports.

Batch	No. of Pax (Guaranteed)*	No. of Day/s	Tentative Date	Venue	Amount
1	30	5	May 6-10, 2019	PPA Head Office	Php 210,000
2	30	5	July 22-26, 2019	PMO Bohol	

\*The Service Provider is guaranteed 30 pax per batch. Should the number exceed the guaranteed number of participants, the Service Provider shall waive the training fee of the additional participants not exceeding 20 pax per batch

**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 program identified in Section I hereof.

**III. OBJECTIVE**

The main objective of the program is to equip the participants with the basic knowledge and skills in Occupational Safety and Health (OSH), such as safe work practices that will enable them to plan/develop their company's Safety and Health program.

**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 OSH Policies and Regulations.
2. Must be a DOLE-OSHC accredited Safety Training Organization (STO).
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. College Graduate with PRC License if applicable.
2. Active safety practitioners/consultants as trainers.
3. With five (5) years of experience in OSH management.
4. With five (5) years of experience in conducting OSH training.

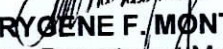
**V. SERVICE PROVIDER RESPONSIBILITIES**

1. Provide locally-based SMEs who will handle training delivery at PPA-identified venues.
2. Accept payment for the guaranteed thirty (30) participants for each batch only. Should the number exceed the guaranteed number of participants, waive the training fee of additional participants not exceeding 20 pax per batch.
3. Submit a course design prior to the conduct of training in accordance with PPA requirements for approval.
4. Provide and submit the 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.
5. Provide and submit results of all tests/evaluations/assessments to PPA.
6. Issue the corresponding Certificate of Training, as required by DOLE, to each participant on the last day of each training batch.
7. Perform other services necessary for the delivery of the said training.

**VI. PPA RESPONSIBILITIES**

1. Provide thirty (30) participants per batch.
2. Limit the number of additional participants to twenty (20) pax per batch whose training fees are waived.
3. Pay the service provider a total sixty (60) pax distributed in 2 batches.
4. Provide the meals, training venue, relevant supplies and equipment, and accommodation for facilitator/secretariat from Service Provider and PPA (for venues outside of Metro Manila).
5. Provide transportation for the following:
  - One (1) facilitator/secretariat from Service Provider (for venues outside of Metro Manila).
  - PPA training coordinator.

Approved by:

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