



REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-090-2019

Name of Project : **Procurement of Resource Person for the Conduct of Training on Marine Communications Systems: Parts 1 and 2**

Approved Budget for the Contract : **P129,600.00**

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
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,


ANGELINA A. LLOSE
Vice-Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

**TERMS OF REFERENCE FOR THE PROCUREMENT OF RESOURCE PERSON
FOR THE CONDUCT OF TRAINING ON MARINE COMMUNICATION SYSTEMS:
PART 1- HIGH FREQUENCY RADIO COMMUNICATIONS & ITS OPERATIONS
AND PART 2 – SHIP TO SHORE RADIO COMMUNICATIONS**

I. INTRODUCTION

Based on the approved CY 2019 PPA Learning and Development Programs, the PPA Training Institute (PPATI) has scheduled the conduct of Training on Marine Communication Systems (Batch 1): Part 1 – High Frequency Radio Communications & Its Operations and Part 2 – Ship to Shore Radio Communications for PPA port operations and police personnel.

This course covers three areas, namely: (1) government radio operator certificate (GROC) seminar conducted by National Telecommunications Communication (NTC); (2) theories and proper procedures of using High Frequency (HF) radio equipment; and (3) theories and proper procedures of using Very High Frequency (VHF)/ship to shore, shore to ship, and shore to shore radio equipment.

Batch	Venue	Date	No. of Pax (Minimum)	Amount
1	PPATI Room 2	May 6-10, 2019	35/batch	43,200.00
2	PMO Davao	September 9-13, 2019		43,200.00
3	PPA Room 2	October 7-11, 2019		43,200.00
Total				P 129,600.00

II. PROJECT DESCRIPTION

2.1 Project Description

The services of the resource person 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 provide participants with technical knowledge and operational skills relative to transmitting voice and data messages using the HF and VHF radio communication systems.

IV. SCOPE OF SERVICES AND REQUIREMENTS

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

4.1 Qualifications of the Resource Person

1. An engineer by profession, preferably BS in Electronics and Communications Engineering;
2. With field expertise on two way radio communication, navigational equipment on board ships and system integration of various radio communication platforms; and
3. With five (5) years of experience in conducting marine communication systems training.

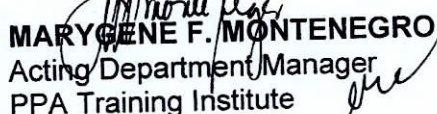
V. RESOURCE PERSON RESPONSIBILITIES

1. Submit a customized course design prior to the conduct of training in accordance with PPA requirements;
2. 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;
3. Provide and submit results of all tests/evaluations/assessments to PPA;
4. Provide the radio equipment and other paraphernalia needed during demonstrations and practical exercises;
5. Affixes RP's signature in the certificates of training (COTs) as one of the signatories;
6. Issue an official receipt upon receipt of payment for honoraria; and
7. Perform other acts and services necessary for the delivery of the said training.

VI. PPA RESPONSIBILITIES

1. Provide minimum number of participants;
2. Provide the meals, training venue, relevant supplies and equipment, and accommodation for resource person (Davao-based training only);
3. Provide transportation to and from the venues of the following:
 - Resource Persons;
 - Participants; and
 - PPA training coordinator.
4. Implement the training program;
5. Issue the Certificates of Training and Attendance to each participant; and
6. Pay the Resource Person the package rate agreed upon during the procurement process every after completion of each batch of training.

Approved by:


MARYGENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute