REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-032-2022

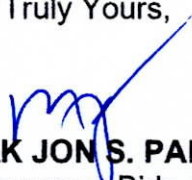|	
Name of Project	: **Procurement of Services of Resource Person for the Conduct of Developmental Conversations in the New Normal (Virtual Coaching and Mentoring) Batches 1-4**
Approved Budget for the Contract	: **P574,560.00**
Deadline for Submission	: **May 2, 2022**

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, Income/Business Tax Return and Omnibus Sworn Statement with attached Secretary's Certificate or 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 SERVICES OF RESOURCE PERSON
FOR THE CONDUCT OF DEVELOPMENTAL CONVERSATIONS IN THE NEW NORMAL
(VIRTUAL COACHING AND MENTORING)

1. BACKGROUND

Because of the complexity of the pandemic, uncertainty arise regardless of how a leader act. How leaders deal with unexpected challenges, particularly in communicating with the team. Discussions in the New Normal (Virtual Coaching and Mentoring), a leadership training program, ensures that effective components of coaching and mentoring must be incorporated into the fabric of leading and sustaining the organization.

A leader then needs to be both a coach and a mentor who helps people in his team to be more productive and make his teammates better people overall.

2. OBJECTIVE

The course, specifically customized for PPA, minds the gap by using the Principles of Neuroscience and Neuro-Linguistic Programming that will give participants a mindset that is fully aware of their impact, responsibilities, and capabilities; Equip the participants with the concrete tools that will inculcate a mindset for coaching and developing their people; empower the participants to commit to their people's development, while sustaining energy and passion for the company's goals.

3. SCOPE OF WORK

3.1 Project Duration

The service of the experts/s shall conduct the training program scheduled in four (4) batches from May- October 2022 with no more than 60 participants per batch.

3.2 Project Scope

The service to be rendered shall initially cover the training program identified below:

Course Title	Description	No. of Participants/ Batch	Tentative Schedule
Discussions in the New Normal (Virtual Coaching and Mentoring)	The course gives the tools needed for coaching and mentoring; how to get their teammates to get to the skill that they need to be productive and have the motivation and impetus to continue to watch over them to become better people at their job, for themselves and for the entire organization.	60 pax/ batch	Batch 1- 2nd week of May,2022 Batch 2- 3rd week of May,2022 Batch 3- 1st week of June,2022 Batch 4- 2nd week of June,2022

3.3 Scope of Services and Requirements

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

3.3.1 Qualifications of Service Provider

1. Serve as Subject-Matter-Expert.
2. Must have an experience with government procurement bidding process.
3. Must have implemented similar training for both public and private organizations.
4. Must have capability to implement training through distant learning modes such as but not limited to location-independent online trainings, webinars, or live online trainings.
5. Must have appropriate tools and resources to implement training through distant learning modes.
6. Must have at least one (1) year experience in online/virtual / web-based training delivery.
7. With at least 10 years of experience in implementing training programs for the government sector.
8. Must be recognized/accredited by Civil Service Commission as Learning & Development Institution
9. Proficient in handling adult learners.
10. The service provider has a remarkable Performance Evaluation in online training facilitation. At least 80% rating as External Service Provider.

3.3.2 Service Provider Responsibilities

1. Provide training handouts/manuals/kits, SME's presentation (PowerPoints, videos and /or other media to be used to enhance the delivery modules), activity forms, etc.
2. Upload all related recorded online materials (i.e., presentation slides, videos, reading materials, assignments, and quizzes) into PPA's LMS, to remain there for a maximum of four (4) months only per batch.
3. Provide a standby IT person in case of technical issues/concerns occur during the Question and Answer/ Open Forum/ sessions.
4. Issue e-certificates upon completion of the training; deliver the hard copy of Certificate of Completion after the conduct of the training program
5. Prepare and submit Post Training Report such as but not limited to tests/ evaluations/ assessments result.
6. Develop course design and workplan needed for the successful implementation of the program.
7. Implement and facilitate the course in accordance with the requirements of the Authority in the following areas:

Module 1:	Priming: The Learning Mindset
Module 2:	Impact as a Leader: Impact of a Productive Team
Module 3:	Why Coaching and Mentoring
Module 4:	Definitions: Perceptions of Coaching and Mentoring
	Coaching and Mentoring: The Differences in Process
Module 5:	Imperatives for a Coach/ Mentor
Module 6:	Skills for the Conversation
Module 7:	Coaching Conversation Models
Module 8:	The 3As of Mentorship
Module 9:	Being a Mentor: The Highest Intention

8. Perform all other acts necessary to the foregoing.

3.3.3 Target Learning Needs/ Competency of participants
Managing Performance and Coaching for Results
Proficiency Level - Intermediate

Leadership Competency	Managing Performance and Coaching for Results
Definition	Creates an enabling environment which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value of continuous learning and improvement.
Description	Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for growth and development.
Behavioral Indicators	Engages others from the team to provide timely, concrete, evidence-based feedback to improve the performance of staff. Team or group.
	Develops new/enhances existing tools to get more accurate and relevant data that will help improve individual or team performance and reach achievable and specific workplace goals if an employee.
	Uses appropriate coaching tools and techniques to help the individual or team meet developmental and performance goals, recognizing issues and challenges as they present themselves in a coaching or performance improvement conversation
	Provides adequate support and resources to coaches/employees to implement their learning and development interventions.
	Guides the coaches to arrive at a course of action of their own choosing to reach his/her performance goals for the division.
	Accepts accountability for mistakes and takes corrective action.

4. METHODOLOGY

Instructor led discussions, Structured Learning Experience, Demonstrations and Audio-Visual Presentations via an online platform such as Zoom Meetings.

5. PPA RESPONSIBILITIES

5.1 Provide participants and course administrator for the training;

5.2 Provide training staff that will serve as the focal person during the pre, actual and post course/program stages and will assist in the conduct of the program;

5.3 Ensure 100% attendance of participants all throughout the sessions.

6. PAYMENT

Payment will be processed for issuance of BUR/DV and Check upon submission and acceptance of service and original invoice with the following documents:
- PhilGEPS Registration
- Omnibus Sworn Statement
- Secretary's Certificate/Special Power of Attorney
- Updated Income Tax Return
- Mayor's / Business Permit

7. BUDGET

Funding for the conduct of the **Discussions in the New Normal (Virtual Coaching and Mentoring) Batches 1-4** shall be chargeable against the PPA-Approved Learning and Development Programs and Budget Funds CY 2022.

Approved by:

RAPHAEL C. RAYMUNDO
Acting Division Manager, CDD
Human Resource Management Department

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