



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
BAC-PGCS-076-2019 and BAC-PGCS-163-2019

Name of Project : **Procurement of Service Provider for the Conduct of Training on the Environmental Impact Assessment**

Approved Budget for the Contract : **P200,000.00**

Deadline for Submission : **May 21, 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, PhiGEPS Registration Number, Omnibus Sworn Statement, and Professional License/Curriculum Vitae.

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,

**MARK JON S. PALOMAR**  
Chairperson, Bids and Awards Committee

**TERMS OF REFERENCE FOR THE PROCUREMENT OF SERVICE PROVIDER FOR THE  
CONDUCT OF TRAINING ON ENVIRONMENTAL IMPACT ASSESSMENT  
(BAC-PGCS-076 & BAC-PGCS-163)**

**I. INTRODUCTION**

Based on the approved CY PPA Learning and Development Programs, the PPATI is scheduled to conduct the Training on Environmental Impact Assessment.

The training course aims to provide participants with knowledge in assessing possible significant impacts of an activity on the environment through undergoing the detailed procedure and processes of Environmental Impact Assessment.

<b>Batch</b>	<b>No. of Pax (Guaranteed)*</b>	<b>No. of Day/s</b>	<b>Tentative Date</b>	<b>Venue</b>	<b>Amount</b>
1	30	1	June 25, 2019	PPA Head Office	Php 100,000
2	30	1	July 23, 2019		100,000
<b>Total</b>					<b>Php 200,000</b>

\*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 course is to enable the participants to understand and apply Environmental Impact Assessment (EIA) for sound decision-making on the likely impacts and mitigating measures of an activity that will likely have significant impacts on the environment.

**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 experience in the field of Integrated Management Systems (IMS);
2. The organization or company must have a certified management system or a certifying body;
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; and



5. Preferably have international or local recognition/affiliation in the field of IMS.

**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. Technical Certification/Training on ISO standards related to IMS;
3. Relevant work experience in the implementation of IMS; and
4. At least two (2) years experiences working in a firm offering IMS programs.

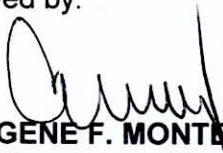
**V. SERVICE PROVIDER RESPONSIBILITIES**

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 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