



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Service Provider for the Conduct of Training on Marine Communication Systems (Part 1 and Part 2)**

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

Deadline for Submission : **May 27, 2019**

Please quote your best quotation in line with the attached Terms of Reference. Suppliers are required to submit their valid and current Mayor's/Business Permit, 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,


MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee

**TERMS OF REFERENCE FOR THE PROCUREMENT OF SERVICE PROVIDER
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
(BAC-PGCS-090, 091, 104, 105, 119 and 120)**

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	No. of Pax (Guaranteed)*	No. of Day/s	Tentative Date	Venue	Amount
1	35	5	September 9-13, 2019	PMO Davao	43,200.00
2	35	5	October 7-11, 2019	Manila	43,200.00
3	35	5	November 18-22, 2019	Manila	43,200.00
TOTAL					P 129,600.00

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 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 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 marine communication systems;
2. Can provide resource person/s with expertise in high frequency (HF) and ship to shore radio communications;
3. Must have an experience with government procurement bidding process;
4. Must have conducted similar training to private or public organizations for the last 3 years; and
5. Must have related radio communication equipment or facility that can be utilized for the training.

4.2 The Subject-Matter-Expert/s (SMEs) assigned to deliver the training shall have the following criteria:

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. SERVICE PROVIDER RESPONSIBILITIES

1. Provide locally-based SMEs who will handle training delivery at PPA-identified venues;
2. Accept payment for the guaranteed thirty-five (35) 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 customized course design prior to the conduct of training in accordance with PPA requirements;
4. 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;
5. Provide and submit results of all tests/evaluations/assessments to PPA;
6. Provide the radio equipment and other paraphernalia needed during demonstrations and practical exercises;
7. Affixes RP's signature in the certificates of training (COTs) as one of the signatories;
8. Issue an official receipt upon receipt of payment for honoraria; and
9. Perform other acts and services necessary for the delivery of the said training.

VI. PPA RESPONSIBILITIES

1. Provide thirty five (35) 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 of one hundred five (105) pax distributed in 3 batches.
4. Provide the meals, training venue, relevant supplies and equipment, and accommodation for facilitator/secretariat from service provider and PPA (for venue outside of Metro Manila);
5. Provide transportation to and from the venues of the following:
 - Subject-Matter-Expert;
 - Participants; and
 - PPA training coordinator.
6. Implement the training program;
7. Issue the Certificates of Training and Attendance to each participant; and
8. Pay the service provider 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

TPMD/PMTS

ERC___/FPG___/anc___/TOR – MarineCom Service Provider