



BAGONG PILIPINAS



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-024-2023

Name of Project : **Procurement of Service Provider for the Conduct of Communication Strategies for Virtual Age**

Approved Budget for the Contract : **P170, 000.00**

Deadline for Submission : **September 06, 2023**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit Permit, Professional License/Curriculum Vitae, and PhilGeps Registration Number.

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
Vice-Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

TERMS OF REFERENCE
PROCUREMENT OF SERVICE PROVIDER FOR THE
CONDUCT OF COMMUNICATION STRATEGIES FOR A VIRTUAL AGE
(ASD-024-2023)

I. INTRODUCTION

Based on the approved CY 2023 PPA Learning and Development Programs and Budget (LDPB), PPA Training Institute (PPATI) has tentatively scheduled the conduct of Communication Strategies for a Virtual Age for the PPA personnel nationwide on the following schedule:

Batch	Tentative Dates	Venue	Target participants
Batch 1	September 26-28, 2023	PPA Head Office	Luzon/Visayas Personnel (40 Participants)
Batch 2	October 10-12, 2023	PPA Head Office	Head Office and Manila Based PMOs Personnel (100 Participants)
Batch 3	November 21-23, 2023	PMO Davao	Mindanao Personnel (30 Participants)

As the current administration launches the Integrated Government Philippines (iGovPhil) Project, wherein the government aims to implement interactive, interconnected, and interoperable applications and online services, all agencies are being challenged to continuously adapt virtual communication. Since virtual communication is fast, easy, accessible, and cost-effective, it is widely demanded for every member of an organization to be equipped with digital knowledge and skills that would enable them to effectively communicate online within and outside the organization. The PPA as an agency is required to adapt to this fast-changing new ways and approaches for better customer experience.

Hence, this course is designed to further enhance virtual communication skills of PPA personnel to help them in delivering more responsive, reliable, and efficient services.

II. PROJECT DESCRIPTION

2.1 Project Duration

To cover a period of one (1) year.

2.2 Project Scope

The services to be rendered shall cover the training program identified in Section I hereof.

III. OBJECTIVE

This training on Communication Strategies for a Virtual Age aims to equip PPA personnel with the required virtual communicative competence for them to perform more efficiently their given administrative, supervisory, technical, and clerical work. It includes lessons on the use of various forms of online communication platforms which include but are not limited to text, electronic mail, use of social media sites, and teleconferencing.

IV. SCOPE OF SERVICES AND REQUIREMENTS

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

4.1 Qualifications of Service Provider:

1. Must have extensive expertise in trainings on communication skills and strategies and information communication technology;
2. Must have resource persons who are subject matter experts;
3. Must have an experience with government procurement bidding process;
4. Must have basic understanding of PPA's mandate and functions;
5. Must have implemented similar training for both public and private organizations;
6. Must have capability to implement both in-person and online training;
7. Must have at least five (5) years experience in-person training delivery and two (2) years for online training.

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

1. Should be a graduate of four-year degree course, with at least three (3) years of work experience as lecturer/facilitator in delivering training programs of similar nature to public and/or private sector organizations;
2. Preferably with postgraduate degree related with the subject matter;
3. Technical Certification/Training on communication skills and strategies and information communication technology; and
4. Capable to deliver both in-person and online training.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Provide one (1) subject matter expert to deliver the training;
2. Conduct the training on site/in-person;
3. Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation;
4. Submit course design two (2) weeks prior to the conduct of training in accordance with PPA requirements for approval;
5. Submit the electronic copies of the course modules, master copy of the participant's workbook, exercise forms and training handouts prior to the conduct of the training in accordance with PPA requirements;
6. Provide the electronic and hard copy of following to the participants:
 - training handouts
 - Certificate of training at most 10 working days after the conduct of the training, and
 - Pre and Post-tests;

7. Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI) within 10 working days after the end of each training;
8. Provide the online platform in the event the training will be conducted online due to uncontrollable situation;
9. Provide recording of the training sessions to PPA through the Training Institute (PPATI) in the event that it will be conducted online due to uncontrollable situations; and
10. Perform other services necessary for the delivery of the training.

VI. PPA RESPONSIBILITIES

1. Provide the number of enrollees as stated;
2. Provide the meals, training venue, relevant supplies and equipment, and accommodation, per diem and transportation of participants;
3. Shoulder the accommodation and transportation of one (1) SME for trainings to be conducted outside Metro Manila. Meals (outside training hours) and other incidental expenses shall be shouldered by the SME;
4. Coordinate the training program;
5. Issue a separate Certificate of Training to each participants; and
6. Pay the service provider as per contract.

VII. BUDGET

1. The Approved Budget for the Contract is P170,000.00.
2. Funding shall be chargeable against CY 2023 Learning and Development Programs and Budget.

Approved by:


MARYGENE F. MONTENEGRO
Manager
PPA Training Institute