



BAGONG PILIPINAS



**PHILIPPINE
PORTS
AUTHORITY**

REQUEST FOR QUOTATION

(Small Value Procurement)

ASD-024-2023

Name of Project : **Procurement of Service Provider for the
Conduct of Solving Problems in the
Workplace: Creative Problem Solving and
Decision Making**

Approved Budget for the Contract : **P220, 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, 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
SOLVING PROBLEMS IN THE WORKPLACE: CREATIVE PROBLEM SOLVING AND
DECISION MAKING
(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 Solving Problems in the Workplace: Creative Problem Solving and Decision Making for the PPA personnel nationwide on the following schedule:

Batch	Tentative Dates	Venue	Target participants
Batch 1	September 13-14, 2023	Manila	Head Office and Manila Based PMOs employees (100 pax)
Batch 2	October 3-4, 2023	PMO Davao	Mindanao personnel (40 pax)
Batch 3	October 10-11, 2023	Manila	Luzon/Visayas personnel (40 pax)

Employees often encounter concerns, issues, and problems in the workplace demanding creative and sound decision-making. Some problems require an in-depth or complex decision-making process while others only need uncomplicated solutions. Establishing creative and critical thinking for the employees are two skills that are essential in dealing with the obstacles and challenges in the workplace.

This two-day course will describe the problem solving and decision-making process in the workplace, discuss creative and critical thinking skills, analyze, and recognize actual problems or potential problems, determine their root causes, and introduce various decision-making tools that could benefit both the employees and organization.

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

The training on Solving Problems in the Workplace: Creative Problem Solving and Decision Making will enable the participants to discuss the problem-solving, decision making, critical, and creative thinking; identify the root cause of the workplace/ organizational problems; and apply the tools and techniques discussed to generate solutions and decisions to certain problems.

IV. SCOPE OF SERVICES AND REQUIREMENTS

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

4.1 Qualifications of Service Provider:

1. Must have extensive expertise in trainings on problem solving, decision-making, critical, and creative thinking skills;
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 problem solving, decision-making, critical, and creative thinking skills; 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 ten (10) days after the conduct of the 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.

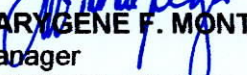
VI. PPA RESPONSIBILITIES

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;
6. Ensure that each participant has necessary materials and supplies needed for the training; and
7. Pay the service provider as per contract.

VII. BUDGET

1. The Approved Budget for the Contract is P220,000.00.
2. Funding shall be chargeable against CY 2023 Learning and Development Programs and Budget.

Approved by:


MARYGENE F. MONTENEGRO
Manager
PPA Training Institute