



**REQUEST FOR QUOTATION**  
(Small Value Procurement)

Name of Project : **Procurement of Services of Resource Person for the Conduct of Discussions in the New Normal (Virtual Coaching and Mentoring)**

Approved Budget for the Contract : **P764, 000.00**

Deadline for Submission : **September 13, 2021**

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, Omnibus Sworn Statement, Secretary's Certificate/Special Power of Attorney and Income/Business Tax Return.

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  
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  
Procurement of Goods and Consultancy Services



**TERMS OF REFERENCE  
PROCUREMENT OF SERVICES OF RESOURCE PERSON  
FOR THE CONDUCT OF DISCUSSIONS IN THE NEW NORMAL  
(VIRTUAL COACHING AND MENTORING)**

**1. BACKGROUND**

Because of the complexity of the pandemic, uncertainty arise regardless of how a leader acts. How leaders deal with the 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 that must be incorporated into the fabric of leading and sustaining the organization.

A leader then needs to be both coach and mentor who helps people in his team the skills to be more productive with the intention of making his/her 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 September- December 2021 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
<b>Discussions in the New Normal (Virtual Coaching and Mentoring)</b>	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- 2 <sup>nd</sup> week of September, 2021 Batch 2- 4 <sup>th</sup> week of September, 2021 Batch 3- 2 <sup>nd</sup> week of October, 2021 Batch 4- 4 <sup>th</sup> week of October, 2021



### **3.3 Scope of Services**

- 3.3.1 Serve as Subject-Matter-Expert.
- 3.3.2 Develop course design and workplan needed for the successful implementation of the program.
- 3.3.3 Implement and facilitate the course in accordance with the requirements of the Authority in the following areas:
  - 3.3.3.1 Module 1: Priming: The Learning Mindset
  - 3.3.3.2 Module 2: Impact as a Leader  
Impact of a Productive Team
  - 3.3.3.3 Module 3: Why Coaching and Mentoring
  - 3.3.3.4 Module 4: Definitions: Perceptions of Coaching and Mentoring  
Coaching and Mentoring: The Differences in Process
  - 3.3.3.5 Module 5: Imperatives for a Coach/ Mentor
  - 3.3.3.6 Module 6: Skills for the Conversation
  - 3.3.3.7 Module 7: Coaching Conversation Models
  - 3.3.3.8 Module 8: The 3As of Mentorship
  - 3.3.3.9 Module 9: Being a Mentor: The Highest Intention
- 3.3.4 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.
- 3.3.5 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.
- 3.3.6 Provide a standby IT person in case of technical issues/concerns occur during the Question and Answer/ Open Forum/ sessions;
- 3.3.7 Issue e-certificates upon completion of the training; deliver the hard copy of Certificate of Completion after the conduct of the training program
- 3.3.8 Prepare and submit Post Training Report.
- 3.3.9 Perform all other acts necessary to the foregoing.

### **4. METHODOLOGY**

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

### **5. MINIMUM QUALIFICATION**

- 5.1 With at least 10 years of experience in implementing training programs for the government sector.
- 5.2 Proficient in handling adult learners.
- 5.3 Knowledgeable in conducting online training courses

### **6. PPA RESPONSIBILITIES**

- 6.1 Provide participants and course administrator for the training;
- 6.2 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;
- 6.3 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 2021.

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

  
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