



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Service Provider for the Conduct of Seminar on Mastering Excel (For Accountants)**

Approved Budget for the Contract : **P 76,000.00**

Deadline for Submission : **November 26, 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, PhilGeps Registration Number, Professional License/Curriculum Vitae, Omnibus Sworn Statement and Secretary Certificate/Special Power of Attorney.

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

**TERMS OF REFERENCE FOR THE PROCUREMENT OF SERVICE PROVIDER FOR
THE CONDUCT OF SEMINAR ON MASTERING EXCEL (FOR ACCOUNTANTS)
(BAC-PGCS-216-2019)**

I. INTRODUCTION

Mastering Excel is a computer assisted accounting and auditing techniques (CAAATs) using Excel (Database management fundamentals). To enhance the skill and proficiency of the PPA Internal Auditors in the use of MS Excel which is highly utilized in accounting, auditing and monitoring, the Manager, Internal Audit Department, in a memorandum dated October 24, 2019, requested for the conduct of a two (2) day Seminar on Mastering Excel on November 28, 2019.

II. PROJECT DESCRIPTION

1. The services of the expert/s shall cover a period of one (1) year.
2. The services to be rendered shall initially cover the training programs identified in Section 1 hereof.

III. OBJECTIVES

The objectives of conducting these programs are the following:

1. To enhance the skill and proficiency of the PPA Internal Auditors in the use of MS Excel which is highly utilized in accounting, auditing and monitoring.
2. To understand various types of data and preferred file format that is most useful for data analysis, including ways to accelerate the complete upload of data into Excel.
3. To capacitate PPA Auditors to perform their roles in providing technical assistance to offices or units in their respective units.

IV. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the requirement stated below for the conduct of the above-mentioned programs:

4.1 Qualifications of the Service Provider

4.1.1 Must have knowledge and experience computer assisted accounting and auditing techniques (CAAATs) using Excel (Database management fundamentals).

4.1.2 Must have expertise in processing various types of formats for data analysis, including acceleration and uploading of data using Excel.

4.1.3 Proficient in the use of MS Excel utilizing accounting, audit and monitoring.

4.1.4 With five (5) years experience in conducting the identified program.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Submit a customized course design prior to the conduct of training in accordance with PPA requirements;
2. 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;
3. Provide meals and training materials to the participants and training staff;
4. Provide and submit results of all tests/evaluations/assessments to PPA;
5. Provide the paraphernalia needed during presentations and discussions;
6. Perform other services necessary for the delivery of the said training.

VI. PPA RESPONSIBILITIES

1. Provide minimum number of participants;
2. Provide the training venue and training equipment for the duration of the program;
3. Pay the total amount of P76,000.00 as Package Rate Seminar Fee for nineteen (19) IAD participants at the rate of P4,000.00/head;
4. Provide the participants transportation to and from the training venue;
5. Implement the training program;
6. Issue the Certificate of Training to each participant; and
7. Pay the Service Provider the package rate of P76,000.00 for nineteen (19) participants at the rate of P4,000.00/head as agreed upon during the procurement process after the full completion of the training.


MARYGENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute

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