



PHILIPPINE  
PORTS  
AUTHORITY



**REQUEST FOR QUOTATION**

(Small Value Procurement)

ASD-027-2024

Name of Project : **PROCUREMENT OF A TRAINING SERVICE PROVIDER FOR THE VARIOUS COURSES: CARGO RIGGING AND SLINGING, FORKLIFT OPERATIONS, MOBILE/VESSEL CRANE OPERATION, AND HANDLING AND SECURING CARGO COURSE**

Approved Budget for the Contract : **P 659,800.00**

Deadline for Submission : **NOVEMBER 29, 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, Income/Business Tax Return and Omnibus Sworn Statement with attached Secretary's Certificate or 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  
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 A TRAINING SERVICE PROVIDER  
FOR THE VARIOUS COURSES:  
CARGO RIGGING AND SLINGING, FORKLIFT OPERATIONS,  
MOBILE/VESSEL CRANE OPERATION, AND HANDLING AND SECURING CARGO COURSE  
(BAC-PGCS- ASD-027-2024)**

**I. INTRODUCTION**

In line with the approved CY 2023 Learning and Development Programs and Budget for Non-Organic Personnel, the PPA Training Institute (PPATI) has scheduled the implementation of the following courses:

1. Cargo Rigging and Slinging Course
2. Mobile/Vessel Crane Operations Course
3. Forklift Operations Course
4. Handling and Securing Cargo Course

These courses were developed based on the required core competencies of stevedores, forklift operators, and mobile/vessel crane operators. Each course will have theoretical/lecture part and practical/hands-on exercises. Upon training delivery, the PPATI will administer a questionnaire to gather feedback from the participants regarding the content of each module. Stevedores, forklift operators, and crane operators from port terminal management operators (PTMOs), cargo handling operators (CHOs) are the target participants. Below are the tentative dates of implementation and the corresponding number of participants:

No.	Course Title	Tentative Date of Implementation	Number of Target Participant (as per approved CY 2023 LDPB)
1	Mobile/Vessel Crane Operation Course	December 4-7, 2023	15
2	Cargo Rigging and Slinging Course	December 4-7, 2023	15
3	Forklift Operations Course	December 11-15, 2023	15
4	Handling and Securing Cargo Course	December 13-15, 2023	30

**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 programs identified in Section I hereof.

**III. COURSE DESCRIPTION**

The following descriptions for the identified courses are as follows:

**3.1. Cargo Rigging and Slinging Course (4 days)**

The Cargo Rigging and Slinging course focuses on the proper selection and maintenance of gears and equipment for cargo handling and the best practices and techniques to safety sling and rig loads. It includes installing and inspecting rigging gears and assisting crane operators in moving the loads.

### **3.2. Forklift Operation Course (5 days)**

This course is designed to help forklift operators understand their daily tasks and responsibilities and increase their awareness of the risks and dangers associated with operating a forklift. This training also provides the participants with the technical skills required in operating a forklift and in stacking, loading, and unloading cargoes. The final assessment includes theory and practical tests.

### **3.3 Mobile/Vessel Crane Operation (4 days)**

This course provides pertinent knowledge and discusses skills and attitudes following the established industry standards vital in maintaining safe and efficient vessel/mobile crane operation.

### **3.4 Handling and Securing Cargo Course (3 days)**

This course is designed to provide an overview of the key processes involved in cargo handling activities taking into consideration the characteristics of cargoes. It focuses on general safety precautions when loading and unloading, stowing, and securing cargoes under the provisions of relevant international and local regulations, codes, and standards concerning the safety of cargo handling activities. The course also tackles procedures for safe entry/exit into/from confined spaces and working safely at heights.

## **IV. SCOPE OF SERVICES AND REQUIREMENTS**

The Service Provider (SP) contracted shall follow the requirements stated below for the conduct of the above-mentioned courses;

### **4.1 Qualification of Service Provider**

- 4.1.1. Must have resource persons who are subject matter experts in cargo rigging and slinging, forklift operation, mobile/crane operation, and handling and securing cargo;
- 4.1.2. Must be familiar with the government procurement bidding process; and
- 4.1.3. Must have the capability, appropriate training equipment, tools, and resources to conduct face-to-face training.

### **4.2 The subject-matter-expert/s (SMEs) assigned to deliver the training shall have the following criteria:**

- 4.2.1. Must have training/technical certification, if any, appropriate to the training course;
- 4.2.2. Must have relevant work experience; and
- 4.2.3. Must be capable of delivering both the theoretical and practical exercises.

## **V. SERVICE PROVIDER RESPONSIBILITIES**

- 5.1. Provide one (1) subject matter expert to deliver each training;
- 5.2. Conduct lectures, exercises, workshops, and tests;
- 5.3. Communicate the training engagement protocols to PPATI prior to implementation of the training;
- 5.4. Follow the course design developed by PPATI and use the materials that PPATI will provide. Changes/enhancements to be introduced by the SP should be discussed with PPATI and agreed upon prior to implementation;
- 5.5. Provide equipment, gears, and other materials needed for practical exercises;
- 5.6. Provide board and lodging during the duration of the training;
- 5.7. Provide transportation to and from the training venues/facilities;
- 5.8. Provide electronic copy and hard copy of training handouts to the participants;
- 5.9. Provide electronic copy and hard copy of training certificates for the graduates at most ten (10) working days after the conduct of the training;
- 5.10. Submit results of all related tests/evaluations/assessments to PPATI; and
- 5.11. Perform other services necessary for the delivery of the training.

## VI. PPA RESPONSIBILITIES

- 6.1. Provide the number of target participants as approved in the CY 2023 Learning and Development Programs and Budget. If the number of registered participants is below the approved target, PPATI has an option to cancel the conduct of training;
- 6.2. Provide training staff to coordinate and facilitate the training program;
- 6.3. Administer evaluation questionnaire for each module and at the end of the training;
- 6.4. Recommend measures for effective and efficient implementation of the programs.

## VII. BUDGET

The following are the details of the approved budget per training course:

Training Course	PPATI Approved Budget
1. Cargo Rigging and Slings Course	P 150,000.00
2. Mobile/Vessel Crane Operation Course	P 195,000.00
3. Forklift Operations Course	P 180,000.00
4. Handling and Securing Cargo Course	P 134,800.00
Total	P 659,800.00

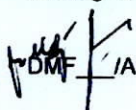
Funding shall be chargeable against the approved Learning and Development Programs and Budget for Non-Organic Personnel CY 2023.

## VIII. Terms of Payment

Payment of the total program cost or, in the case where a program is cancelled, only the cost of all programs conducted shall be processed for issuance of disbursement voucher (DV)/budget utilization receipt (BUR) and check upon submission and acceptance of service, original invoice, and other pertinent documents.

Approved by:

  
**MARY GENE F. MONTENEGRO**  
Manager, PPA Training Institute

  
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