



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

Name of Project : **Procurement of Training Provider/Resource Person for the CY 2019 Advanced Corporate Governance Training/Workshop**

Approved Budget for the Contract : **P 150,000.00**

Deadline for Submission : **December 09, 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, 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  
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 TRAINING PROVIDER/RESOURCE PERSON FOR THE CY 2019 ADVANCED CORPORATE GOVERNANCE TRAINING/WORKSHOP (BAC-FGCS-273-2019)**

#### **I. INTRODUCTION**

1. In line with Republic Act No. 10149 (Code of Corporate Governance for GOCCs), the PPA Revised Code of Corporate Governance, and in compliance with GCG Memorandum Circular (MC) No. 2015-07 and 2012-05 regarding the State's goal of embodying the Corporate Governance standards and practices of GOCCs at par with its ASEAN counterparts, and the fit and proper rule, respectively, PPA will be conducting a training/workshop for the PPA Board of Directors, Officers, and Officials, to wit:

<b>Training/ Workshop</b>	<b>Approved Budget for the Contract (ABC)</b>	<b>Proposed No. of Participants</b>	<b>Proposed Date</b>	<b>Venue</b>
Advanced Corporate Governance Training	PhP150,000.00	20	December 10, 2019	To be determined

2. By the end of the training, the participants must be able to learn the following:

- a. Public-Private Partnership; and
- b. Sustainability, Strategy and Reporting Overview

## **II. TRAINING/WORKSHOP DESCRIPTION**

### **1. Project Duration**

The resource person shall cover the topics within **one (1) day**.

### **2. Project Scope**

The services to be rendered shall cover the training topics/modules identified under I.2 and IV.1.

3. All quotations to be submitted must be duly signed by an authorized representative, and accompanied with the following documentary requirements:

- a. Certificate of Accreditation from the GCG as a training provider pursuant to GCG Memorandum Circular No. 2013-01;
- b. PhilGeps registration;
- c. Mayor's or Business Permit;
- d. Income/Business Tax Return;
- e. Omnibus Sworn Statement with Secretary's Certificate authorizing the representative to sign for and on behalf of the company; and
- f. Curriculum Vitae of the Resource Speaker/s

4. Quotations should not exceed PhP150,000.00, the Approved Budget for the Contract (ABC). Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.

PPA reserves the right to reject any or all quotations at any time prior to the award of the contract, and to accept quotations as may be considered advantageous to the Government.

PPA will only reply to quotations that can provide/comply the requirements.

Actual number of participants is subject to change per actual.

## **III. OBJECTIVE**

The training program aims to keep the PPA Board of Directors, Officers and Officials abreast with current Corporate Governance principles, best practices, and regulatory updates.

## **IV. GENERAL SCOPE OF SERVICES AND RESPONSIBILITIES OF THE TRAINING PROVIDER/RESOURCE SPEAKER**

The resource speaker shall provide, as follows:

- a) Conduct of training/workshop for the PPA Board of Directors, Officers and Officials, on the following topics/modules:

- i) Public-Private Partnership; and
- ii) Sustainability, Strategy and Reporting Overview

- b) Provide professional and technical expertise on the stated topics;
- c) Master copy of the course design; and
- d) Certificate of Completion/Participation to the participants.

The training provider should possess a Certificate of Accreditation from the GCG as a training provider pursuant to GCG Memorandum Circular No. 2013-01.

#### **V. PPA'S RESPONSIBILITIES**

The PPA shall have the following responsibilities to the resource speaker:

1. Inform the training/workshop venue, and provision of meals/snacks; and
2. Settle the obligation via send-bill option only, to be processed within 15-30 days from the receipt of the billing statement and other required documents.

#### **VI. BUDGET**

1. The Approved Budget for the Contract is PhP150,000.00, inclusive of all applicable government taxes.
2. Funding shall be chargeable against the PPA Directors' and Committee Members' Expenses.

  
**JAN PEARL F. PORTUGAL**  
End-User