**TRAINING ON REPUBLIC ACT (R.A.) NO. 9184 AND ITS 2016 REVISED IMPLEMENTING RULES AND REGULATIONS FOR THE**

**NAME OF REQUESTING PARTY (XX)**

**<INSERT PLATFORM/ NAME OF VENUE>**

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| TRAINING MODULES FOR NGAs/LGUs/Private Sector  *(For associations, kindly scroll down to find the modules)*   1. Specified mandatory modules cannot be replaced by other topics. 2. In addition to the mandatory modules below, requesting party shall choose other applicable modules based on the training type chosen above and in consideration of the needs of target participants. 3. Take into consideration the allotted duration per module. 4. A period for Open Forum after every module shall be included in the Program of Activities. | | | | |
| TICK | **CODE** | **MODULE** | **DESCRIPTION** | **DURATION (Exclusive of Open Forum)** |
| BASIC MODULES  Recommended for newly designated procurement officers, or currently designated procurement officers who were not able to attend any procurement training within the past two (2) years from the date of request. | | | | |
|  | B01 | **MANDATORY:** Latest GPPB Issuances and Updates | This module covers various policy updates and or the latest procurement mechanisms instituted by the GPPB. | 1 hour |
|  | B02 | **MANDATORY:** Government Procurement 101 | This module covers the basics and salient features of the Republic Act No. 9184 or the Government Procurement Reform Act, including the several procurement actors and methods. | 2 hours |
|  | B03 | **MANDATORY:** Procurement Planning and Budget Linkage, including Early Procurement Activities | This module discusses the linkage between budget and procurement, including the steps on how to process early procurement activities. | 2 hours and 30 minutes |
|  | B04 | Standard Bidding Procedures for:  Goods and Services  Infrastructure Projects | This module discusses the step-by-step bidding procedures for the procurement of goods and services and infrastructure projects. | 3 hours |
|  | B05 | Standard Bidding Procedures for Consulting Services | This module discusses the step-by-step bidding procedures for the procurement of consulting services. | 3 hours |
|  | B06 | Preparation of the 6th Edition of Philippine Bidding Documents for:  Goods and Services  Infrastructure Projects | This module discusses the steps on how to prepare the bidding documents for the procurement of goods and services and infrastructure projects. | 2 hours |
|  | B07 | Preparation of Technical Specifications, Scope of Work and Terms of Reference | This module discusses how to come up with a responsive technical specification/ scope of work/ terms of reference properly and completely. | 2 hours |
|  | B08 | Preparation of the 5th Edition of Philippine Bidding Documents for Consulting Services | This module discusses the steps on how to prepare the bidding documents for the procurement of consulting services. | 2 hours |
|  | B09 | Alternative Methods of Procurement | This module discusses the alternative modes of procurement including the negotiated procurement. | 3 hours |
|  | B10 | Protest Mechanism and Blacklisting Guidelines, with Overview of Online Blacklisting Portal (OBP) | This module discusses how protests are managed, how to blacklist suppliers, and how to use the blacklisting portal. | 2 hours |
|  | B11 | Penal, Civil, and Administrative Provisions | This module discusses the penal, civil, and administrative penalties for those who are non-compliant or for those who violate the law. | 1 hour |
|  | B12 | Procurement Monitoring (Procurement Monitoring Report and Overview of Agency Procurement Compliance and Performance Indicators) | This module discusses the indicators of agency procurement compliance and its relevance. | 2 hours |
|  | B13 | Green Public Procurement | This module discusses the GPP’s definition, basic concepts and benefits, its roadmap, the use of life cycle thinking, and how to select products for GPP. | 1 hour |
|  | B14 | Preparation of Cost Estimates | This module discusses how to secure cost estimates that is advantageous to the government. | 2 hours |
|  | I03 | Agency Procurement Compliance and Performance Indicators | This module discusses how to answer the performance indicators accurately for the agency procurement compliance. | 3 hours |
|  | I04 | Negotiated Procurement – Community Participation | This module discusses the basic concepts of Community Participation in Procurement and its difference from unorganized CSGs and their specific requirements. | 1 hour |
|  | I05 | Framework Agreement | This module discusses the benefits of using framework agreement, its requirements, and procedures. | 1 hour |
| REFRESHER MODULES  Recommended for currently designated BAC members and end users with current updates. | | | | |
|  | R01 | **MANDATORY:** Latest GPPB Issuances and Updates | This module covers various policy updates and or the latest procurement mechanisms instituted by the GPPB. | 1 hour |
|  | R02 | **MANDATORY:** Government Procurement 101 | This module covers the basics and salient features of the Republic Act No. 9184 or the Government Procurement Reform Act, including the several procurement actors and methods. | 2 hours |
|  | R03 | **MANDATORY:** Procurement Planning and Budget Linkage, including Early Procurement Activities | This module discusses the linkage between budget and procurement, including the steps on how to process early procurement activities | 2 hours and 30 minutes |
|  | R04 | Preparation of the 6th Edition of Philippine Bidding Documents for:  Goods and Services  Infrastructure Projects | This module discusses the steps on how to prepare the bidding documents for the procurement of goods and services and infrastructure projects. | 2 hours |
|  | R05 | Preparation of Technical Specifications, Scope of Work and Terms of Reference | This module discusses how to come up with a responsive technical specification/ scope of work/ terms of reference properly and completely. | 2 hours |
|  | R06 | Preparation of Cost Estimates | This module discusses how to secure cost estimates that is advantageous to the government. | 2 hours |

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| TRAINING MODULES FOR ASSOCIATIONS   1. Choose the applicable modules based on the needs of target participants. 2. Take into consideration the allotted duration per module. 3. A period for Open Forum after every module shall be included in the Program of Activities. | | | | |
| TICK | **CODE** | **MODULE** | **DESCRIPTION** | **DURATION (Exclusive of Open Forum)** |
|  | S01 | Latest GPPB Issuances and Updates | This module covers various policy updates and or the latest procurement mechanisms instituted by the GPPB. | 2 hours |
|  | S01.1 | Digitization in Procurement Management | This module covers the progress in e-procurement. | 1 hour |
|  | S01.2 | Online Blacklisting Portal | This module covers the procedures on how to process online blacklisting of suppliers. | 1 hour |
|  | S01.3 | PBD Builder Portal | This module covers the procedures on how to accomplish the Philippine bidding documents online. | 1 hour |
|  | S02 | Government Procurement 101 | This module covers the basics and salient features of the Republic Act No. 9184 or the Government Procurement Reform Act, including the several procurement actors and methods. | 2 hours |
|  | S03 | Procurement Planning and Budget Linkage, including Early Procurement Activities | This module discusses the linkage between budget and procurement, including the steps on how to process early procurement activities. | 2 hours and 30 minutes |
|  | S04 | Requirements for the Procurement of:  Goods and Services  Infrastructure Projects  Consulting Services | This module discusses the bid requirements and procedures for the procurement of goods and services, infrastructure projects, and consulting services. | 3 hours |
|  | S05 | Alternative Methods in Procurement | This module discusses the alternative modes of procurement including the negotiated procurement. | 3 hours |
|  | S06 | Agency Procurement Compliance and Performance Indicators Methodology | This module discusses the indicators of agency procurement compliance and its relevance. | 3 hours |
|  | S07 | Preparation of Technical Specifications, Scope of Work and Terms of Reference | This module discusses how to come up with a responsive technical specification/ scope of work/ terms of reference properly and completely. | 2 hours |
|  | S08 | Preparation of Cost Estimates | This module discusses how to secure cost estimates that is advantageous to the government. | 2 hours |
|  | S09 | Penal, Civil, and Administrative Provisions | This module discusses the penal, civil, and administrative penalties for those who are non-compliant or for those who violate the law, the protest mechanisms, its requisites and procedures, as well as blacklisting guidelines. | 1 hour |
|  | S10 | Framework Agreement | This module discusses the benefits of using framework agreement, its requirements, and procedures. | 1 hour |
|  | S11 | Ethical Considerations in Government Procurement | This module discusses the general principles and considerations of ethics in public procurement​, the reasonable diligence in government undertakings, with special emphasis on public procurement​​ roles of COA representatives in public procurement​ offenses and penalties relating to public procurement​. | 1 hour |
|  | S12 | Green Public Procurement (GPP) | This module discusses the GPP’s definition, basic concepts and benefits, its roadmap, the use of life cycle thinking, and how to select products for GPP. | 2 hours |
|  | S13 | Overview of Community Participation in Procurement | This module discusses the basic concepts of Community Participation in Procurement and its difference from unorganized CSGs and their specific requirements. | 2 hours |
|  | S14 | Transparency in Government Procurement | This module discusses the methodologies and best practices on how to achieve transparency in government procurement. | 1 hour |
|  | S15 | Domestic Preference | This module discusses the concept, rules, and regulations relevant to U.S. companies doing business with the Philippine government. | 1 hour |

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| Choose a training type Course | |
| Day 1 | XX Month 2023 / X:XX a/p.m. – X:XX a/p.m. |
| Day 2 | XX Month 2023 / X:XX a/p.m. – X:XX a/p.m. |
| Day 3 | XX Month 2023 / X:XX a/p.m. – X:XX a/p.m. |
| Day 4 | XX Month 2023 / X:XX a/p.m. – X:XX a/p.m.  *if none (indicate “N/A”)* |
| Day 5 | XX Month 2023 / X:XX a/p.m. – X:XX a/p.m.  *if none (indicate “N/A”)* |

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| **Maximum training duration:** | * **Physical:** 3 Days (whole day) * **Online:** 5 Days (half-day schedule per day) |

**PROGRAM OF ACTIVITIES**

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| **Time** | **Day 1 Activities** | | **Assigned** |
| X:XX a/pm | **PRELIMINARIES**   * Prayer * House Rules/Mechanics | | **<Requesting Party’s> Facilitator** |
| **OPENING MESSAGE** | | **<Requesting Party>** |
| X:XX a/pm - X:XX a/pm  *(X hours)* | **DISCUSSION PROPER** | |  |
| < Module> | | *GPPB Recognized Trainer* |
| X:XX a/pm - X:XX a/pm  (30 minutes) | **OPEN FORUM**   * Responses to Advance questions * Responses to live questions | | **Facilitator and Resource Speaker** |
| X:XX a/pm - X:XX a/pm  *(X hours)* | < Module, if Applicable> | *GPPB Recognized Trainer* | |
| X:XX a/pm - X:XX a/pm  (30 minutes) | **OPEN FORUM,** if applicable   * Responses to Advance questions * Responses to live questions | **Facilitator and Resource Speaker** | |
|  | **Program Reminders**   * **OTMS Reminders** |  | |
| ***End of First Day*** | | | |

<ADD TABLES AS NECESSARY>

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| **Time** | | **Day 3 Activities** | **Assigned** |
| X:XX a/pm | | **PRELIMINARIES**   * Prayer * House Rules/Mechanics | **<Requesting Party’s> Facilitator** |
| X:XX a/pm - X:XX a/pm  *(X hours)* | | **DISCUSSION PROPER** |  |
| < Module> | *GPPB Recognized Trainer* |
| X:XX a/pm - X:XX a/pm  (30 minutes) | **OPEN FORUM**   * Responses to Advance questions * Responses to live questions | | **Facilitator and Resource Speaker** |
| X:XX a/pm - X:XX a/pm  *(X hours)* | < Module, if Applicable> | | *GPPB Recognized Trainer* |
| X:XX a/pm - X:XX a/pm  (30 minutes) | **OPEN FORUM,** if applicable   * Responses to Advance questions * Responses to live questions | | **Facilitator and Resource Speaker** |
| X:XX a/pm | **CLOSING PROGRAM**   * Group Photo Opportunity * OTMS Evaluation * Announcements | | **<Requesting Party’s> Facilitator** |
| ***End of Activity*** | | | |