



REQUEST FOR QUOTATION

The Philippine Ports Authority Bids and Awards Committee for the Procurement of Goods and Consultancy Services (BAC-PGCS) will undertake the Procurement of Service Provider for the conduct of IMS Internal Audit Training, per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC): P 240,000.00

DEADLINE FOR SUBMISSION OF QUOTATION: June 11, 2018

All quotations must be duly-signed and shall be submitted to BAC Office, 5th Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or email at the following addresses:

ppati@ppa.com.ph
fpgonzales@ppa.com.ph

The required documents such as PhilGEPS Registration, DTI or SEC Registration, Mayor's/Business Permit and Income Tax Return must be submitted after determination by the BAC of the Lowest Calculated and Responsive Quotation.

For further information, please refer to:

BAC Secretariat, Philippines Ports Authority
5th Floor, PPA Bldg., A. Bonifacio Drive,
South Harbor, Port Area, Manila
Telephone/ Fax No. 527-4735
527-8356 to 83 loc 539
PPA Website: www.ppa.com.ph

ADRIAN FERDINAND S. SUGAY
Chairperson, HO-BAC/PGCS

TERMS OF REFERENCE FOR THE IMS INTERNAL AUDIT TRAINING

I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct the IMS Internal Audit Training.

The said activity aims to enable delegates to confidently plan, perform, evaluate and report the results of internal audits of Integrated Management System against the ISO 9001:2015, ISO 14001:2015 and BS OHSAS 18001:2007 requirements.

II. SCOPE OF SERVICES AND REQUIREMENTS

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

1. Must have extensive experience in the field of Integrated Management Systems.
2. The organization or company must have a certified management system or a certifying body.
3. Must have earned the minimum final rating requirement (85%) using the Quality-Cost Based Evaluation (QCBE) procedure (75% for technical score and 25% for financial score). The technical scope shall be evaluated using the following criteria and weights:
 - Qualification of Resource Person/s to be assigned to training (50%)
 - Relevant education
 - Technical Certification/Training on ISO standards
 - Relevant work experience
 - No. of years in the firm
 - Experience of the bidding/company (30%)
 - International and/or local recognition/affiliation (20%)

III. SERVICE PROVIDER RESPONSIBILITIES

1. Provide the Resource Person/Trainer to deliver training program;
2. Submit the training design prior to the conduct of training in accordance with PPA requirements;
3. Provide and submit 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;

4. Issue Certificate of Completion/Participation of participants; and,
5. Perform other acts and services necessary to the forgoing.

IV. PPA RESPONSIBILITIES

1. Provide the training venue, training equipment, training supplies/materials and transportation for the resource person/s, participants, and training staff;
2. Take charge of the reproduction of job aids/tool kits and necessary training materials/handouts;
3. Implement and facilitate the workshop; and,
4. Pay the Service Provider the package rate agreed upon during the procurement process, through its representative.

V. BUDGET

The budget estimates for the procurement of Service shall be chargeable against the approved CY 2018 PPA Learning and Development Programs as follows:

No	Date	Venue	No. of Pax	No. of Days	Amount
1	June 19 – 21, 2018	PMO Davao	70	3	P 120,000.00
2	June 26 – 28, 2018	PMO Bicol	70	3	P 120,000.00
TOTAL					P 240,000.00

Any inquiries/ clarification can be coursed through to Ms. Fe P. Gonzales, Training Specialist IV of PPATI at (02) 336-6516, 0917-703-1837, or fpgonzales@ppa.com.ph.

Prepared by:


EDDIE R. CORDOVA
Acting Division Manager, TPMD

Approved by:


MARJORIE R. ROLA, Ph. D.
Department Manager
PPA Training Institute