



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Services of Certifying Body
for the Port of Batangas**

Approved Budget for the Contract : **P 600,000.00**

Deadline for Submission : **February 20, 2020**

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, Income/Business Tax Return, 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 (TOR)
Procurement of Services of Certifying Body for the Port of Batangas
(BAC-PGCS-059-2020)

1. INTRODUCTION

- 1.1 To meet the standard requirements for the International Organization for Standardization (ISO) certification. The Philippine Ports Authority (PPA) wishes to engage the services of a certification body that will undertake the assessment and audit of the services and functions performed at the Port of Batangas, PMO Batangas with specific reference to the facilitation of Vessel Entrance Clearance (VEC) process and supervision of Withdrawal and Entry of Cargo (WEC) at the Marine and Terminal Services (MTS).
- 1.2 The PPA wishes to adopt ISO standards and these are to be implemented to serve as foundation in the attainment of its quality, environmental and occupational safety and health objectives. Complying with these standards will increase operational efficiency and productivity as work responsibilities and processes will be clearly defined, transparent, guided and controlled.
- 1.3 Accordingly, these Terms of Reference are intended to set forth and to specify the services and obligations required of the certification body.

2. OBJECTIVE

- 2.1 The procurement of the services of a certification body is consistent with the PPA's goal to establish an Integrated Management System (IMS) pertaining to VEC and WEC at the Port of Batangas.

3. DEFINITION OF TERMS

- 3.1 For purposes of these Terms of Reference, the following term shall mean or be understood accordingly:
- a. ISO – International Organization for Standardization;
 - b. ISO Standard – document that sets forth the requirements, specifications, guidelines, and/or characteristics that can be used consistently to ensure that materials, products, processes, and services are fit for their purpose and which promote continual improvement of systems to achieve customer satisfaction;

- c. Integrated Management System (IMS) – refers to one coherent Management System involving Quality, Environment, and Occupational Health & Safety which meets the requirements of the three (3) standards, i.e., ISO 9001:2015 (Quality), ISO 14001:2015 (Environment) and ISO 45001:2018 (Occupational Health and Safety) that allow the organization to establish policy and objectives related to quality, environment, health and safety to ensure the safety of life and property, prevent human injury or loss of life, and damage to the environment, property and cargo.
- d. Port of Batangas – it is the port that serves as the center of administrative and other operational activities under the jurisdiction of the Port Management Office of Batangas where vessels calling at the government and private ports undertake the IMS-VEC and WEC core business processes (i.e., berth allocation, entrance formalities, assessment of vessel/cargo charges, collection of vessel/cargo charges, departure clearance and cargo entry and withdrawal).
- e. Vessel Entrance and Clearance (VEC) – refers to the core business process which comprises of berth allocation, entrance formalities, assessment of vessel charges, collection of vessel charges, and departure clearance.
- f. Withdrawal and Entry of Cargo (WEC) – refers to the core business process which comprises of assessment of cargo charges, collection of cargo charges and cargo entry and withdrawal.

4. COSTING AND DURATION OF SERVICES

- 4.1 The procurement of services of a certifying body has an Approved Budget for the Contract (ABC) of Six Hundred Thousand Pesos (₱ 600,000.00) only and shall be charged to the Corporate Funds of the Philippine Ports Authority. The service shall be for a period of three (3) years to commence in March 2020.

5. QUALIFICATION OF THE CERTIFICATION BODY

- 5.1 The certification body shall be duly accredited by the Philippine Accreditation Office, Bureau of Product Standards, Department of Trade and Industry (DTI) and has been accredited to provide certification for the scope of public administration (IAF 36).
- 5.2 In order to avoid conflict of interest, the certification body should have no service contract with and within PPA to provide site-specific consultancy services. Training programs that are open to public, not organization-specific, and held in a public forum format are not considered consultancy services.

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5.3 The certification body composed of audit and surveillance teams shall satisfy the following:

- a. The certification body must have at least five (5) years of experience in the industry and must have at least one (1) year ISO auditing experience in seaport related entities;
- b. At least one (1) team member shall have relevant maritime and/or seaport sector experience which covers the scope of the subject core process/es;
- c. At least two (2) members shall have a minimum three (3) years ISO auditing experience; and,
- d. The advance training on ISO auditing of at least one (1) auditor should not be less than thirty-two (32) hours.

6. RESPONSIBILITIES OF THE CERTIFICATION BODY

6.1 The certification body shall provide the PPA with its company profile highlighting related projects, its scope of work and implementation methodology. The curriculum vitae of each member of the proposed certification team shall likewise be submitted. The certification body audit team shall abide with the auditing principles.

6.2 The certification body and its audit team shall adhere to the terminologies and guidelines specified in the ISO 19011 – Guidelines for Auditing Management Systems.

7. QUALIFICATION OF THE CERTIFICATION BODY

7.1 The PPA HOBAC-PGCS will adopt the applicable evaluation procedure embodied under the Revised Implementing Rules and Regulations Republic Act No. 9184.

8. SCOPE OF SERVICES

8.1 The certification body shall adhere to the following scope of services and its corresponding deliverables:

Scope of Work/ Duration	Deliverables
1. Re-certification Audit under ISO 9001:2015, ISO 14001:2015 and Migration Audit under ISO 45001:2018 - Year 1 Recertification/Migration Audit - three (3) working days	<ul style="list-style-type: none"> • Preparation and submission of Audit Plan two (2) weeks before the on-site audit. • Conduct of on-site audit. • Preparation and submission of audit report within five (5) working days after the on-site audit. • Issuance of ISO certification after thirty (30) days from the submission of corrective action on nonconformities, if any.
2. 1 st Surveillance Audit under ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 - Year 2 Surveillance Audit - Two (2) working days	<ul style="list-style-type: none"> • Preparation and submission of Audit Plan two (2) weeks before the on-site audit. • Conduct of on-site audit. • Preparation and submission of audit report within five (5) working days after the on-site audit. • Confirmation of ISO Certification
3. 2 nd Surveillance Audit under ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 - Year 3 Surveillance Audit - Three (3) working days	<ul style="list-style-type: none"> • Preparation and submission of Audit Plan two (2) weeks before the on-site audit. • Conduct of on-site audit. • Preparation and submission of audit report within five (5) working days after the on-site audit. • Confirmation of ISO Certification

8.2 The certification body shall include a provision for appeal in their audit activities and procedures. If resolution on good terms cannot be made between the agency and the certification body on decisions of the audit team, PPA shall have the right to refer the matter to an independent arbitrator.

9. CONFIDENTIALITY AND IMPARTIALITY

9.1 Except with a prior written consent of the PPA, the certification body shall not at any time communicate to any person or entity any confidential information acquired in the scope of services, nor shall the certification body make public the findings/ recommendations formulated in the course of or as a result of the services.

9.2 The certification body shall value the importance of impartiality in the certification of the system and shall use all reasonable efforts to manage possible conflicts of interest and ensure the objectivity of the certification process.

10. ENGAGEMENT FEE

10.1 In consideration of the services performed by the certification body, payment shall be made in three (3) installments upon completion of each of the following milestones and submission of required deliverables:

Activity/Milestone	Deliverables	Payment
Re-certification Audit under ISO 9001:2015, ISO 14001:2015 and Migration Audit under ISO 45001:2018 - Year 1	Issuance of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certificates valid for three (3) years after thirty (30) days from the submission of corrective action on nonconformities, if any.	40% contract cost
Completion 1 st Surveillance Audit - Year 2	Submission of audit report within five (5) working days after the on-site audit. Confirmation of ISO Certification	30% contract cost
Completion 2 nd Surveillance Audit - Year 3	Submission of audit report within five (5) working days after the on-site audit. Confirmation of ISO Certification	30% contract cost

10.2 Payments shall be supported by a Certificate of Satisfactory Service based on the completion of activities as evidenced by the submission and acceptance of the required deliverables. PPA may refuse to make payments in the event of any violation by the certification body of any of the terms and conditions specified therein.

10.3 PPA shall provide transportation for the auditors for onsite audits from designated pick-up place in Manila to audit venue and vice versa, as well as living accommodations during the Stages 1 and 2 and Surveillance Audits chargeable against the PMO's budget.



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Acting Manager, PMSODD