



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Service Provider for the Conduct of Awareness and Orientation on ISO 45001:2018 Occupational Health and Safety Standard and Effective Risk-Based Internal Quality Audit on Management Systems (ISO-19011:2018) IMS Ports (Batch 1)**

Approved Budget for the Contract : **P232, 000.00**

Deadline for Submission : **March 16, 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, Omnibus Sworn Statement and Secretary's 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 FOR THE PROCUREMENT OF SERVICE PROVIDER FOR THE
CONDUCT OF AWARENESS AND ORIENTATION ON ISO 45001:2018 –
OCCUPATIONAL HEALTH AND SAFETY STANDARD
AND
EFFECTIVE RISK-BASED INTERNAL QUALITY AUDIT ON MANAGEMENT
SYSTEMS (ISO 9011:2018) IMS PORTS
(BATCH 1)**

I. INTRODUCTION

Based on the approved CY 2020 PPA Learning and Development Programs, the PPATl is scheduled to conduct the training on Awareness and Orientation on ISO 45001:2018 – Occupational Health and Safety Standard and Effective Risk-Based Internal Quality Audit on Management Systems (ISO 9011:2018) IMS Ports (BATCH 1).

The program aims to provide participants with an in-depth understanding of the latest management system of ISO 45001 and how to conduct an audit on management system based on ISO 9011:2018 focusing on the organization's risk-based approach and its performance.

Awareness and Orientation on ISO 45001:2018 – Occupational Health and Safety Standard

No. of Pax (Guaranteed)*	No. of Day/s	Tentative Date	Venue
20	2	April 20-21, 2020	PMO Misamis Occidental/Ozamis
20	2	April 20-21, 2020	PMO Batangas

Effective Risk-Based Internal Quality Audit on Management Systems (ISO 9011:2018) IMS Ports

No. of Pax (Guaranteed)*	No. of Day/s	Tentative Date	Venue
20	3	March 31- April 2, 2020	PMO Zamboanga
20	3	April 22-24, 2020	PMO Misamis Occidental/Ozamis
20	3	April 22-24, 2020	PMO Batangas

*The Service Provider is guaranteed 20 pax per batch. Should the number exceed the guaranteed number of participants, the Service Provider shall waive the training fee of the additional participants not exceeding 20 pax per batch

II. PROJECT DESCRIPTION

2.1 Project Description

The services of the expert/s shall cover a period of one (1) year.

2.2 Project Scope

The services to be rendered shall initially cover the training program identified in Section I hereof.

III. OBJECTIVE

The main objective of the course is to enable the participants understand the new requirements of ISO 45001:2018 and will provide transition guidelines from OHSAS 18001 to ISO 45001, and perform effective-risk based internal quality audit in their respective organizations and contribute to the continuing improvement of their management system.

IV. SCOPE OF SERVICES AND REQUIREMENTS

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

4.1 Qualifications of the Service Provider:

1. Must have experience in the field of Integrated Management Systems (IMS);
2. The organization or company must have a certified management system or a certifying body;
3. Must have an experience with government procurement bidding process;
4. Must have conducted similar training to at least 10 organizations for the last 3 years; and
5. Preferably have international or local recognition/affiliation in the field of IMS.

4.2 The Subject-Matter-Expert/s (SMEs) assigned to deliver the training shall have the following criteria:

1. College Graduate with PRC License if applicable;
2. Technical Certification/Training on ISO standards related to IMS;
3. Relevant work experience in the implementation of IMS; and
4. At least two (2) years experiences working in a firm offering IMS programs.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Provide locally-based SMEs who will handle training delivery at PPA-identified venues.
2. Accept payment for the guaranteed thirty (30) participants for each batch only. Should the number exceed the guaranteed number of participants, waive the training fee of additional participants not exceeding 20 pax per batch.
3. Submit a course design prior to the conduct of training in accordance with PPA requirements for approval.
4. Provide and submit the 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.
5. Provide and submit results of all tests/evaluations/assessments to PPA.
6. Issue the corresponding Certificate of Training to each participant on the last day of each training batch.
7. Perform other services necessary for the delivery of the said training.

VI. PPA RESPONSIBILITIES

1. Provide thirty (30) participants per batch.
2. Limit the number of additional participants to twenty (20) pax per batch whose training fees are waived.

3. Pay the service provider a total sixty (60) pax distributed in 2 batches.
4. Provide the meals, training venue, relevant supplies and equipment, and accommodation for facilitator/secretariat from Service Provider and PPA (for venues outside of Metro Manila).
5. Provide transportation for the following:
 - One (1) facilitator/secretariat from Service Provider (for venues outside of Metro Manila).
 - PPA training coordinator.


MARYGENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute

PPATI/TPMD/PMTS
ERC___/FPG-/nmi-/ 45001:2018 and 19011:2018