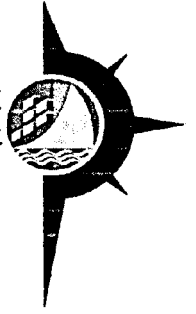




BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-024-2024

Name of Project: **Procurement of Service Provider for the Conduct of Training on General Orientation and Awareness on ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018**

Approved Budget for the Contract : **P 450,000.00**

Deadline for Submission : **April 3, 2024**


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, Secretary's Certificate/Special Power of Attorney, Professional License/Curriculum Vitae and Income Tax Return.

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
PROCUREMENT OF SERVICE PROVIDER FOR THE CONDUCT OF
TRAINING ON GENERAL ORIENTATION AND AWARENESS ON ISO 9001:2015, ISO
14001:2015 AND ISO 45001:2018
(ASD-024-2024)

I. INTRODUCTION

Based on the approved CY 2024 PPA Learning and Development Programs and Budget (LDPB), the PPA Training Institute (PPATI) has scheduled the conduct of the Training on General Orientation and Awareness on ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 on the following schedule:

Batch Number	Tentative Dates	Venue	Target Responsibility Center and Participants
Batch 1	April 16-18, 2024	Manila	PMOs: Batangas, Palawan, Bicol, Panay/Guimaras 50 Participants
Batch 2	April 23-25, 2024	PMO Davao	PMOs: Davao, Misamis Oriental/Cagayan De Oro, Misamis Occidental/Ozamiz, Zamboanga, Socsargen 50 Participants
Batch 3	September 25-27, 2024	Manila	PMOs: NCR North and NCR South 50 participants

ISO 9001:2015 is an International Standard that assists organizations by providing best practice requirements for an effective quality management system.

ISO 14001:2015 certification uncovers weak points in an environmental management system to create the basis for continues verifiable improvement process. To reduce environmental risks, conserve natural resources, and sustainably improve environmental performance. Active and effective environmental protection requires not only modern technologies, but also an effective environmental management system. A certification is an increasingly important success factor in competition.

ISO 45001:2018 standard for occupational health and safety management supersedes Occupational Health and Safety Assessment Series (OHSAS 18001), the previous standards for occupational health and safety that minimize the risk of damage to health and accidents in the workplace.

II. PROJECT DESCRIPTION

2.1 Project Duration

To cover a period of one (1) year.

2.2 Project Scope

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

III. OBJECTIVE

The training on General Orientation and Awareness on ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 will enable the participants to:

- understand the core concepts of the Quality Management System (ISO 9001:2015), Environmental Management System (14001:2015), and Occupational Health and Safety Management System (45001:2018) Standards;
- contribute to the improvement of their respective management systems; and
- implement the systems that can help enhance their operational performance.

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 Service Provider:

1. Must have extensive expertise in ISO standards;
2. Must have resource persons who are subject matter experts;
3. Must have an experience with government procurement bidding process;
4. Must have basic understanding of PPA's mandate and functions;
5. Must have implemented similar training for both public and private organizations;
6. Must have capability to implement both in-person and online training;
7. Must have at least five (5) years experience in-person training delivery and two (2) years for online training
8. Must have no existing service contract with or within PPA.

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

1. Should be a graduate of four-year degree course, with at least three (3) years of work experience as lecturer/facilitator in delivering training programs of similar nature to public and/or private sector organizations;
2. Preferably with postgraduate degree related with the subject matter (but not required);
3. Technical Certification/Training on ISO Standards related to IMS;
4. Relevant work experience in the implementation of IMS; and
5. Capable to deliver both in-person and online training.

V. SERVICE PROVIDER RESPONSIBILITIES

- 5.1 Provide one (1) subject matter expert to deliver the training;
- 5.2 Conduct the training on site/in-person;
- 5.3 Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation;
- 5.4 Submit course design two (2) weeks prior to the conduct of training in accordance with PPA requirements for approval;

- 5.5 Submit the electronic copies of the course modules, master copy of the participant's workbook, exercise forms and training handouts prior to the conduct of the training in accordance with PPA requirements;
- 5.6 Provide the following to the participants:
 - electronic copy of training handouts
 - electronic and hardcopy of certificate of training at most 10 working days after the conduct of the training, and
 - electronic and hardcopy of Pre and Post-tests;
- 5.7 Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI);
- 5.8 Provide recording of the training sessions to PPA through the Training Institute (PPATI) in the event that it will be conducted online due to uncontrollable situations; and
- 5.9 Perform other services necessary for the delivery of the training

VI. PPA RESPONSIBILITIES

- 6.1 Provide the number of enrollees as stated;
- 6.2 Provide the meals, training venue, relevant supplies and equipment, and accommodation, per diem and transportation of participants;
- 6.3 Shoulder the accommodation and transportation of one (1) SME for trainings to be conducted outside Metro Manila. Meals (outside training hours) and other incidental expenses shall be shouldered by the SME;
- 6.4 Coordinate the training program;
- 6.5 Issue a separate Certificate of Training to each participants;
- 6.6 Ensure that each participant has necessary materials and supplies needed for the training;
- 6.7 Pay the service provider as per contract;
- 6.8 Provide the online platform in the event the training will be conducted online due to uncontrollable situation

VII. BUDGET

- 7.1 The Approved Budget for the Contract is **Php 450,000.00**;
- 7.2 Funding shall be chargeable against the CY 2024 Learning and Development Programs and Budget.

Approved by:


MARYGENE F. MONTENEGRO
Department Manager
PPATI Training Institute