



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

Name of Project: **Procurement of Service Provider for the In-Person Conduct of Hazard Identification, Risk Analysis, and Determining Controls (HIRADC) and Aspect/Impact Identification and Assessment**

Approved Budget for the Contract : **₱ 390,000.00**

Deadline for Submission : **April 5, 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, Professional License/Curriculum Vitae 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  
5<sup>th</sup> 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](http://www.ppa.com.ph)

Very Truly Yours,

*fn:*   
**MARK JON S. PALOMAR**  
Chairperson, Bids and Awards Committee  
Procurement of Goods and Consultancy Services

**TERMS OF REFERENCE**  
**PROCUREMENT OF SERVICE PROVIDER FOR THE IN-PERSON CONDUCT**  
**OF HAZARD IDENTIFICATION, RISK ANALYSIS, AND DETERMINING CONTROLS (HIRADC)**  
**AND ASPECT/IMPACT IDENTIFICATION AND ASSESSMENT**  
**(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 tentatively scheduled the conduct of the training on Hazard Identification, Risk Analysis, and Determining Controls (HIRADC) and Aspect/Impact Identification and Assessment on the following schedules:

<b>Batch</b>	<b>Tentative Dates</b>	<b>Venue</b>	<b>Target Participants</b>
Batch 1	October 1-3, 2024	Manila	PMOs: Batangas Bicol Palawan NCR South NCR North  60 Participants
Batch2	October 15-17, 2024	Davao	PMOs: Davao Misamis Oriental/Cagayan De Oro Misamis Occidental/Ozamiz Zamboanga Socsargen Panay/Guimaras  70 Participants

The mission to provide a responsive, reliable, and efficient port service while being at par with global best practice relies on management systems that ensures the performance of the program compliances of the Philippine Ports Authority (PPA). As part of the Authority's promotion of its corporate environmental responsibility, PPA applies the ISO 14001:2015 Environmental Management System, a practical system that provides a holistic approach to managing business operations that have a significant impact on the environment. Compliance with the requirements of ISO 14001:2015 would improve the legal compliance with environmental laws and other regulations.

To perform the processes involved in the implementations of the ISO 14001:2015, PPA personnel needs to gain the skills and knowledge to perform Hazard Identification, Risk Analysis, and Determination of Controls (HIRADC) and Aspects/Impact Identification and Assessment. This course is developed to capacitate PPA personnel with the concepts and processes involved in the performance of HIRADC and identification of environmental aspects and impact evaluation based on the implementation of ISO 14001:2015.

**II. PROJECT DESCRIPTION**

**2.1 Project Duration**

To cover a period of one (1) year.

## **2.2 Project Scope**

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

### **III. OBJECTIVE**

The participants shall be able to identify hazards, assess risks, and determine control measures (HIRADC) and identify environmental aspects and conduct impact evaluation in compliance with the requirements of the ISO 14001:2015.

### **IV. SCOPE OF SERVICES AND REQUIREMENTS**

The Service Provider contracted shall follow the minimum requirements stated below for the conduct of the Hazard Identification, Risk Analysis, and Determining Controls (HIRADC) and Aspect/Impact Identification and Assessment:

#### **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 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**

1. Provide one (1) subject matter expert to deliver the training;
2. Conduct the training on site/in-person;
3. Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation;
4. Submit course design two (2) weeks prior to the conduct of training in accordance with PPA requirements for approval;
5. Submit the electronic copies of the course modules, master copy of the participant's workbook, exercise forms and training handouts including copy of the International Organization for Standardization (ISO) standard (for training purposes) prior to the conduct of the training in accordance with PPA requirements;
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-test;
7. Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI);
  8. Provide the online platform in the event the training will be conducted online due to uncontrollable situation and provide the recording of the training sessions to PPA through the Training Institute (PPATI); and
  9. Perform other services necessary for the delivery of the training.

**VI. PPA RESPONSIBILITIES**

1. Provide the number of enrollees as stated;
2. Provide the meals, training venue, relevant supplies and equipment, and accommodation, per diem and transportation of participants;
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;
4. Coordinate the training program;
5. Issue a separate Certificate of Training to each participants; and
6. Pay the service provider as per contract.

**VII. BUDGET**

7.1 The following are the Approved Budget for the Contract:

<b>Batch</b>	<b>Title</b>	<b>Amount</b>
1	Hazard Identification, Risk Analysis and Determining Controls (HIRADC) and Aspect/Impact Identification and Assessment	180,000.00
2		210,000.00
<b>TOTAL</b>		<b>390,000.00</b>

7.2 Funding shall be chargeable against CY 2024 Learning and Development Programs and Budget.

Approved by:

  
**MARYGENE F. MONTENEGRO**  
 Manager  
 PPA Training Institute

PPATI/TPMD/PMTS  
 DFMF/ANC/jbil/HIRADC