



REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-031-2022

Name of Project : **Procurement of Service Provider for the Conduct of Virtual Training on Effective Risk-based Internal Audit on Management Systems (ISO 19011:2018)**

Approved Budget for the Contract : **P326, 400.00**

Deadline for Submission : **April 20, 2022**


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, and Omnibus Sworn Statement with attached 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
PROCUREMENT OF SERVICE PROVIDER
FOR THE CONDUCT OF VIRTUAL TRAINING
TRAINING ON EFFECTIVE RISK-BASED INTERNAL AUDIT ON
MANAGEMENT SYSTEMS (ISO 19011:2018)**

1. INTRODUCTION

Based on the approved CY 2022 PPA Learning and Development Programs, the Human Resource Management Department (HRMD) has scheduled to conduct the Training on Effective Risk-Based Internal Audit on Management Systems (ISO 19011:2018).

ISO 19011:2018 provides guidance on auditing management systems including the principles of auditing, managing an audit programme and conducting management system audits, as well as guidance on the evaluation of competence of individuals involved in the audit process. These activities include individuals managing the audit programme, auditors and audit teams. This edition supersedes (ISO 19011:2011), which has been technically revised. The PPA has developed the course to further improve and conform to the latest updates on auditing management systems.

In compliance to the provision No. 11.6 of PPA Memorandum Circular No. 22-2020 which states that, "Trainings, meetings with external clients, activities, gatherings and all events may be conducted using various virtual platforms", PPA Training Institute will be implementing these training programs through online delivery.

2. OBJECTIVE

This seminar will enable the participants to understand the audit principles and learn the auditing process based on the new ISO 19011:2018 auditing guidelines.

3. SCOPE OF WORK

3.1 Project Duration

To cover a period of six (6) months.

3.2 Project Scope

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

Course Title	Description	No. of Participants	Tentative Schedule
Effective Risk-Based Internal Audit on Management Systems (ISO 19011:2018)	Risk-based internal audit (RBIA) is an internal methodology which is primarily focused on the inherent risk involved in the activities or system and provide assurance that risk is being managed by the management within the defined risk appetite level.	50-60 pax/ batch	Batch 1 April-May 2022 Batch 2 April-May 2022 Batch 3 April-May 2022

3.3 SCOPE OF SERVICES AND REQUIREMENTS

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

3.3.1 Qualifications of Service Provider:

1. Must have extensive expertise 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 thorough understanding of PPA's processes;
5. Must have implemented similar training for both public and private organizations;
6. Must have capability to implement training through distant learning modes such as but not limited to location-independent online trainings, webinars or live online trainings;
7. Must have appropriate tools and resources to implement training through distant learning modes such as but no limited to location-independent online/virtual training, web-based seminar or live online trainings;
8. Must have at least one (1) year experience in online/virtual/web-based training delivery;
9. Preferably have international or local recognition/affiliation in the field of Management System; and
10. If applicable, with at least a satisfactory rating on previous PPA training.

3.3.2 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;
4. Capable to deliver training thru online/virtual/web-based platforms.

3.3.3 Target learning needs/competency of participants

<i>Functional Competency</i>	Knowledge Management (Intermediate)
<i>Definition</i>	Creates, captures, shares and leverages knowledge towards the success of the organization.
<i>Description</i>	Keeps knowledge up to date by recognizing the importance of current knowledge and puts mechanisms in place to ensure that employees are alerted on current information.
<i>Behavioral Indicators</i>	Identifies sources of information relevant to work.
	Utilizes search strategies that are appropriate for work need.
	Complies with relevant processes and standards (including records and document standards) so that information or knowledge can be used or transferred to other when needed.

<i>Functional Competency</i>	Process Management (Advanced)
<i>Definition</i>	Develops, formulates, and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, to ensure effective and efficient delivery of services by adopting measures to drive compliance; thus, becoming proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.
<i>Description</i>	Designs the process based on improvement opportunities.
<i>Behavioral Indicators</i>	Establishes clear, well-defined processes and procedures in own area of responsibility consistent with broad project policies, and processes.
	Validates feedback about limitations in the existing processes, procedures, and forms
	Recommends documentation of unwritten policies or development of procedures as basis for addressing problems.
	Develops strategies in disseminating information, materials and methodologies aimed at educating port, users/clients, service providers and colleagues in project processes, procedures, and policies.
	Identifies developmental and competency needs of the staff to ensure effectiveness in delivering the required process of work.
	Recommends measures and innovations to the existing project processes and procedures.

4. SERVICE PROVIDER RESPONSIBILITIES

1. Conduct the training thru online/virtual/web-based lectures, presentation and discussions, workshops, and exercises
2. Provide the applicable online/virtual/web-based platform for training delivery.
3. The online/virtual/web-based platform should be readily available and user-friendly.
4. Provide technical assistance during the online/virtual/web-based training.
5. Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation.
6. Submit course design prior to the conduct of training in accordance with PPA requirements for approval.
7. Submit the electronic copies of the 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.
8. Provide the participants the following:
 - electronic copy of training handouts
 - electronic and hardcopy of certificate of training, and
 - electronic Pre and Post-test
9. Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI).
10. Provide recording of the training sessions to PPA through the Training Institute (PPATI).
11. Perform other services necessary for the delivery of the online/virtual/web-based training.
12. Accept the agreed package payment regardless of the number of participants.

5. PPA RESPONSIBILITIES

1. Provide the number of enrollees as stated.
2. Ensure that each participant has laptop with webcam and stable internet connection.
3. Pay the service provider as per contract.

Approved by:


RAPHAEL C. RAYMUNDO
Acting Division Manager
Human Resource Management Department


MGM/NMP