



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Service Provider for the Effective Risk-Based Internal Quality Audit of Quality Management System (QMS) for CY 2019**

Approved Budget for the Contract : **P200,000.00**

Deadline for Submission : **May 27, 2019**

Please quote your best quotation in line with the attached Terms of Reference. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGEPS Registration Number, and Omnibus Sworn Statement.

Quotations shall be submitted in person to the Property Management Division, 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

**TERMS OF REFERENCE FOR THE PROCUREMENT OF SERVICE PROVIDER FOR THE
CONDUCT OF EFFECTIVE RISK BASED INTERNAL QUALITY AUDIT OF
QUALITY MANAGEMENT SYSTEM (QMS)
(BAC-PGCS-161)**

I. INTRODUCTION

Based on the approved CY PPA Learning and Development Programs, the PPATI is scheduled to conduct the training on Effective Risk Based Internal Quality Audit of Quality Management System (QMS).

The training course aims to provide the participants with an understanding of how to conduct an audit on management system based on ISO 9001:2015 focusing on the organization's risk-based approach and its performance.

Batch	No. of Pax (Guaranteed)*	No. of Day/s	Tentative Date	Venue	Amount
1	30	2	June 17-19, 2019	PPA Head Office	Php 100,000
2	30	2	June 16-18, 2019		100,000
Total					Php 200,000

*The Service Provider is guaranteed 30 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 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.

Approved by:


MARYGENEF. MONTENEGRO
Acting Department Manager
PPA Training Institute