REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-040-2021

Name of Project

: **Procurement of Service Provider for the Conduct of Virtual Training on Awareness and Orientation on Quality Management System Standard (ISO 9001:2015) and Effective Risk Based Internal Audit on Management Systems (ISO 19011:2018)**

Approved Budget for the Contract

: **Php 922,000.00**

Deadline for Submission

: **July 29, 2021**

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 with attached Secretary's Certificate/Special Power of Attorney and Income Tax Return.

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
Procurement of Goods and Consultancy Services

TERMS OF REFERENCE
PROCUREMENT OF SERVICE PROVIDER FOR THE
CONDUCT OF VIRTUAL TRAINING ON:

AWARENESS AND ORIENTATION ON QUALITY MANAGEMENT SYSTEM STANDARD
(ISO 9001:2015) AND

EFFECTIVE RISK BASED INTERNAL AUDIT ON MANAGEMENT SYSTEMS
(ISO 19011:2018)
(BAC-PGCS-040-2021)

I. INTRODUCTION

Based on the approved CY 2021 PPA Learning and Development Programs, the Training Institute (PPATI) has tentatively scheduled to conduct of the following training programs:

- Virtual Training on Awareness and Orientation on Quality Management System Standard (ISO 9001:2015) (5 batches)

- Virtual Training on Effective Risk Based Internal Audit on Management Systems (ISO 19011:2018) (2 batches)

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

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.

In compliance to 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*', PPATI will be implementing these training programs through online delivery.

Virtual Training on Awareness and Orientation on Quality Management System Standard (ISO 9001:2015) (2 days)	Virtual Training on Effective Risk Based Internal Audit on Management Systems (ISO 19011:2018) (2 days)
60 pax each batch	**60 pax each batch**
Batch 1	**Batch 1**
1. PMO Bataan/Aurora	1. PMO NCR South
2. PMO Eastern Leyte/ Samar	2. PMO NCR North
3. PMO Negros Oriental/Siquijor	3. PMO Northern Luzon
4. PMO Surigao	4. PMO Bataan/Aurora
5. PMO Agusan	5. PMO Eastern Leyte/ Samar
	6. PMO Negros Oriental/Siquijor
	7. PMO Surigao
	8. PMO Agusan

Batch 2 1. PMO NCR South 2. PMO NCR North 3. PMO Northern Luzon 4. PMO MarQuez 5. PMO Mindoro	**Batch 2** 1. PMO MarQuez 2. PMO Mindoro 3. PMO Western Leyte/Biliran 4. PMO Negros Occidental/ Bacolod/Banago/Bredco 5. PMO Bohol 6. PMO Zamboanga del Norte 7. PMO Lanao del Norte/Iligan
Batch 3 – PMOs 1. PMO Western Leyte/Biliran 2. PMO Bohol 3. PMO Negros Occidental/ Bacolod/Banago/Bredco 4. PMO Zamboanga del Norte 5. PMO Lanao del Norte/Iligan	

Batch 4 – Head Office
1. Information & Communication Technology
   Department (ICTD)
2. Port Operations & Services Department
   (POSD)
3. Commercial Services Department (CSD)
4. Port Planning and Design Department
   (PPDD)
5. Port Construction & Maintenance
   Department (PCMD)
6. Dredging & Survey Department (DSD)	

Batch 5 – Head Office
1. Corporate Planning Department (CPD)
2. Legal Services Department (LSD)
3. Controllership Department (CD)
4. Treasury Department (TD)
5. Administrative Services Department
   (ASD)
6. Human Resource Management
   Department (HRMD)	

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 initially cover the training programs identified in Section I hereof.

III.   OBJECTIVE

The objectives of the identified virtual/online training are to provide necessary skills and knowledge, as follows:

3.1 The Virtual Training on Awareness and Orientation on Quality Management System Standard (ISO 9001:2015) will enable the participants to be knowledgeable on the processes of documentation on quality management systems, contribute to the continual

improvement of their respective management systems and implement the system that can help enhance their operational performance.

3.2 The Virtual Training on Effective Risk Based Internal Audit on Management Systems (ISO 19011:2018) will enable the participants to understand the audit principles and learn the auditing process based on the new ISO 19011:2018 auditing guidelines.

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 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 not 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; and
9. Preferably have international or local recognition/affiliation in the field of Management System;

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

V.   SERVICE PROVIDER RESPONSIBILITIES

1. Conduct the training thru a virtual/online/web-based lectures, presentation and discussions, workshops and exercises
2. Provide the applicable virtual/online/web-based platform for training delivery.

3. The virtual/online/web-based platform should be readily available and user-friendly.
4. Provide technical assistance during the virtual/online/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 course modules, master copy of the participant's workbook, exercise forms and training handouts including copy of the standard (for training purposes) 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-tests
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 virtual/online/web-based training.
12. Accept the agreed package payment regardless of the number of participants.

VI. 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:

MARY GENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute

TPMD/PMTS
ERC/FPG/Aquilan/TOR-ISO 9001&19011addl