



## REQUEST FOR QUOTATION

The Philippine Ports Authority Bids and Awards Committee for the Procurement of Goods and Consultancy Services (BAC-PGCS) will undertake the Procurement of Provider Service for the "Conduct of Hazard Identification, Risk Assessment, and Determining Controls (HIRADC)" for PMO Davao on March 12-16, for PMO Palawan on March 19-23, and for PMO Bicol March 19-23, per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC): P 600,000.00

DEADLINE FOR SUBMISSION OF QUOTATION: March 7, 2018

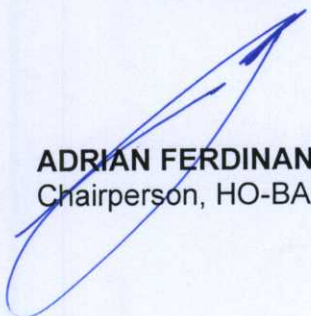
All quotations must be duly-signed and shall be submitted to BAC Office, 5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or call/email on the following numbers/addresses:

(02) 336 6516      ppati@ppa.com.ph  
0917-703-1837      jcpudan@ppa.com.ph

The required documents such as PhilGEPS Registration, DTI or SEC Registration, Mayor's/Business Permit and Income Tax Return must be submitted after determination by the BAC of the Lowest Calculated and Responsive Quotation.

For further information, please refer to:

BAC Secretariat, Philippines Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., A. Bonifacio Drive,  
South Harbor, Port Area, Manila  
Telephone/ Fax No. 527-4735  
527-8356 to 83 loc 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

  
**ADRIAN FERDINAND S. SUGAY**  
Chairperson, HO-BAC/PGCS

**TERMS OF REFERENCE  
FOR THE CONDUCT OF HAZARD IDENTIFICATION,  
RISK ASSESSMENT AND DETERMINING CONTROLS**

**I. INTRODUCTION**

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct the "Conduct of Hazard Identification, Risk Assessment, and Determining Controls (HIRADC)".

The said activity aims to provide practical guidance that will facilitate in identifying hazards, performing risk assessment, and determining controls. The role of legal requirements in establishing IMS and role of objectives, targets, and programs in controlling risks and underscoring duty of care is one of the highlights of this activity-filled seminar.

**II. SCOPE OF SERVICES AND REQUIREMENTS**

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

1. Must have extensive experience in the field of Integrated Management Systems.
2. The organization or company must have a certified management system or a certifying body.
3. Must have earned the minimum final rating requirement (85%) using the Quality-Cost Based Evaluation (QCBE) procedure (75% for technical score and 25% for financial score). The technical scope shall be evaluated using the following criteria and weights:
  - Qualification of Resource Person/s to be assigned to training (50%)
    - Relevant education
    - Technical Certification/Training on ISO standards
    - Relevant work experience
    - No. of years in the firm
  - Experience of the bidding/company (30%)
  - International and local recognition/affiliation (20%)

**III. SERVICE PROVIDER RESPONSIBILITIES**

1. Provide the Resource Person/Trainer to deliver training program;
2. Submit the training design prior to the conduct of training in accordance with PPA requirements;



3. Provide and submit 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;
4. Issue Certificate of Completion/Participation of participants; and,
5. Perform other acts and services necessary to the forgoing.

#### IV. PPA RESPONSIBILITIES

1. Provide the training venue, training equipment, training supplies/materials and transportation for the resource person/s, participants, and training staff;
2. Take charge of the reproduction of job aids/tool kits and necessary training materials/handouts;
3. Implement and facilitate the workshop; and,
4. Pay the Service Provider the package rate agreed upon during the procurement process, through its representative.

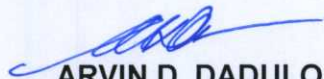
#### V. BUDGET

The budget estimates for the procurement of Service shall be chargeable against the approved CY 2018 PPA Learning and Development Programs as follows:


No	Venue	No. of Pax	No. of Days	Amount
1	PMO Palawan	80	3	P 200,000.00
2	PMO Davao	80	3	P 200,000.00
3	PMO Bicol	80	3	P 200,000.00

Any inquiries/ clarification can be coursed through to Mr. Jovertlee C. Pudan, Training Specialist IV of PPATI at (02) 336-6516, 0917-703-1837, or jcpudan@ppa.com.ph.

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