



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
ASD-026-2023

Name of Project : **Procurement of Service Provider for the Conduct of Awareness and Orientation on Integrated Management System and Awareness and Orientation on Quality Management System**

Approved Budget for the Contract : **P791, 300.00**

Deadline for Submission : **March 23, 2023**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit Permit, Professional License/Curriculum Vitae, PhilGeps Registration Number, Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney and Income/Business Tax Return.

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,

**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 AWARENESS AND**  
**ORIENTATION ON INTEGRATED MANAGEMENT SYSTEM AND AWARENESS AND**  
**ORIENTATION ON QUALITY MANAGEMENT SYSTEM**  
**(ASD-026-2024)**

**I. INTRODUCTION**

Based on the approved CY 2023 PPA Learning and Development Programs, the PPA Training Institute (PPATI) has tentatively scheduled the Awareness and Orientation on Integrated Management System and Awareness and Orientation on Quality Management System.

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

ISO 14001:2015 certification uncovers weak points in an environmental management system to create the basis for continues and verifiable improvement process. To reduce environmental risk, conserve natural resources, and sustainably improve environmental performance. Active and effective environmental protection requires not only modern technologies, but also an effective environmental management system. A certification is an increasingly important success factor in competition.

ISO 45001:2018 standard for occupational health and safety management supersedes Occupational Health and Safety Assessment Series (OHSAS 18001), the previous standard for occupational health and safety that minimize the risk of damage to health and accidents in the workplace.

The following are the identified training for QMS and IMS ports:

<b>Title</b>	<b>Tentative Dates</b>	<b>Venue</b>	<b>Target Responsibility Centers and Participants</b>
Awareness and Orientation on IMS Batch 1	May 16-18, 2023	Manila	PMOs: Palawan Bicol Batangas Panay/Guimaras  45 Participants
Awareness and Orientation on IMS Batch 2	May 23 – 25, 2023	PMO Davao	PMOs: Zamboanga Misamis Occ./Ozamiz Davao Socsargen  45 Participants
Awareness and Orientation on QMS Batch 1	June 6 – 8, 2023	Manila	PMOs: Northern Luzon Bataan/Aurora NCR North NCR South Marinduque/Quezon Mindoro  45 Participants
Awareness and Orientation on QMS Batch 2	June 14 – 16, 2023	Manila	PMOs: Negros Or./Siquijor Negros Oc./Bacolod/ Banago Bredco

			Eastern Leyte/Samar Western Leyte/Biliran Bohol  45 Participants
Awareness and Orientation on QMS Batch 3	June 26 – 28, 2023	PMO Davao	PMOs: Agusan Surigao Lanao del Norte/Iligan Zamboanga del Norte Masbate  45 Participants

## 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 objectives of the identified trainings are to provide the necessary skills and knowledge as follows:

- 3.1 The training on Awareness and Orientation on Quality Management System will enable the participants to understand the core concepts of the Quality Management System Standard (ISO 9001:2015), contribute to the improvement of their respective management systems, and implementation of the system that can help enhance their operational performance.
- 3.2 The training on Awareness and Orientation on Integrated Management System will enable the participants to understand the core concepts of the Quality Management System (ISO 9001:2015), Environmental Management System (14001:2015), and Occupational Health and Safety Management System (45001:2018) Standards, contribute to the improvement of their respective management systems, and implementation of these systems that can help enhance their operational performance.

## 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 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.

**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 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-tests;
7. Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI);
8. Provide recording of the training sessions to PPA through the Training Institute (PPATI) in the event that it will be conducted online due to uncontrollable situations; 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,
4. Coordinate the training program;
5. Issue a separate Certificate of Training to each participants;
6. Ensure that each participant has necessary materials and supplies needed for the training;
7. Pay the service provider as per contract; and
8. Provide the online platform in the event the training will be conducted online due to uncontrollable situation.

Approved by:

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

TPMD/PMTS  
DFMF/ANC /mjfv-Memo to ASD-awarenessonimsandqms