



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
ASD-032-2023

Name of Project : **Procurement of Service Provider for the Conduct of Effective Risk-Based Internal Audit (ISO 19011:2018) for QMS and IMS Ports**

Approved Budget for the Contract : **P815, 600.00**

Deadline for Submission : **March 27, 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 EFFECTIVE RISK-BASED**  
**INTERNAL AUDIT (ISO 19011:2018) FOR QMS AND IMS PORTS**  
**(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 conduct on Effective Risk-Based on Internal Audit (ISO 19011:2018) for QMS and IMS Ports on the following schedule.

<b>Title</b>	<b>Tentative Dates</b>	<b>Venue</b>	<b>Target Responsibility Centers and Participants</b>
Effective Risk-Based Internal Quality for QMS Ports Batch 1	April 12 – 14, 2023	Manila	PMOs: NCR North, NCR South Marinduque/Quezon Mindoro Bataan/Aurora Masbate  45 Pax
Effective Risk-Based Internal Quality for QMS Ports Batch 2	April 18 – 20, 2023	Manila	PMOs: Northern Luzon Negros Oriental/Siquijor Negros Occ./Bacolod/ Banago Bredco  45 Pax
Effective Risk-Based Internal Quality for QMS Ports Batch 3	April 25 – 27, 2023	PMO Davao	PMOs: Agusan Surigao Lanao Del Norte/Iligan Zamboanga Del Norte  45 Pax
Effective Risk-Based Internal Quality for IMS Ports Batch 1	May 3 – 5, 2023	Manila	PMOs: Bicol Batangas Palawan Panay/Guimaras  45 Pax
Effective Risk-Based Internal Quality for IMS Ports Batch 2	May 9 – 11, 2023	PMO Davao	PMOs: Zamboanga Misamis Occ./Ozamiz Misamis Or./CDO Davao Socsargen  45 Pax

ISO 19011:2018 provides guidelines on auditing management systems including the principles of auditing, managing an audit programme and conducting management system audits, as well as guidance on evaluation of competence of individuals involved in the audit process. These activities include individuals managing the audit programmes, auditors, and audit teams. The 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.

## **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**

This training program 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 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 on line.

## **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:

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

TPMD/PMTS  
DFMF/ANC mjfvMemo to ASD-iso190112018