



**REQUEST FOR QUOTATION**  
**(Small Value Procurement)**  
**ASD-138-2023**

Name of Project : **Procurement of Services of Certifying Body  
for the ISO-IMS at the Port of Ozamis**

Approved Budget for the Contract : **P950, 000.00**

Deadline for Submission : **April 03, 2023**

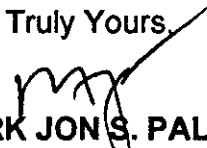
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Professional License/Curriculum Vitae, Income/Business Tax Return, and Omnibus Sworn Statement with attached Secretary's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

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 (TOR)**  
**Procurement of Services of Certifying Body for the ISO-IMS at the**  
**Port of Ozamiz**  
**(ASD-138-2023)**

**1. INTRODUCTION**

- 1.1 To meet the standard requirements for the International Organization for Standardization (ISO) certification. The Philippine Ports Authority (PPA) wishes to engage the services of a certification body that will undertake the assessment and audit of the services and functions performed at the Port of Ozamiz with specific reference to the **Public Administration and Supervision on Vessel Entrance and Departure Clearance, and Entry/Withdrawal of Cargo.**
- 1.2 The PPA wishes to adopt ISO standards, and these are to be implemented to serve as foundation in the attainment of its quality, environmental and occupational safety, and health objectives. Complying with these standards will increase operational efficiency and productivity as work responsibilities and processes will be clearly defined, transparent, guided and controlled.
- 1.3 Accordingly, these Terms of Reference are intended to set forth and to specify the services and obligations required of the certification body.

**2. OBJECTIVE**

- 2.1 The procurement of the services of a certification body is consistent with the PPA's goal to establish an Integrated Management System (IMS) pertaining to **Public Administration and Supervision on Vessel Entrance and Departure Clearance, and Entry/Withdrawal of Cargo** at the Port of Ozamiz.

**3. DEFINITION OF TERMS**

- 3.1 For purposes of these Terms of Reference, the following terms shall mean or be understood accordingly:
- a. ISO - International Organization for Standardization;
  - b. ISO Standard - document that sets forth the requirements, specifications, guidelines, and/or characteristics that can be used consistently to ensure that materials, products, processes, and services are fit for their purpose, and which promote continual improvement of systems to achieve customer satisfaction;

- c. **Integrated Management System (IMS)** - refers to one coherent Management System involving Quality, Environment, and Occupational Health & Safety which meets the requirements of the three (3) standards, i.e., **ISO 9001:2015 (Quality), ISO 14001:2015 (Environment) and ISO 45001:2018 (Occupational Health and Safety)** that allow the organization to establish policy and objectives related to quality, environment, health and safety to ensure the safety of life and property, prevent human injury or loss of life, and damage to the environment, property and cargo.
- d. **Port of Ozamiz**- it is the port that serves as the center of administrative and other operational activities under the jurisdiction of the Port Management Office of Ozamiz where vessels calling at the government and private ports are subjected to the **Vessel Entrance and Departure Clearance, and Entry/Withdrawal of Cargo** core business processes (i.e., berth allocation, entrance formalities, assessment of vessel/cargo charges, departure clearance and cargo entry and withdrawal)
- e. **Vessel Entrance and Clearance** - refers to the core business process which comprises of berth allocation, entrance formalities, assessment of vessel charges, collection of vessel charges, and departure clearance.
- f. **Entry/Withdrawal of Cargo** - refers to the core business process which comprises of assessment of cargo charges, collection of cargo charges and cargo entry and withdrawal.

#### **4. COSTING AND DURATION OF SERVICES**

- 4.1 The procurement of services of a certifying body has an Approved Budget for the Contract (ABC) of Nine Hundred Fifty Thousand Pesos (₱ 950,000.00) only and shall be charged to the Corporate Funds of the Philippine Ports Authority. The service shall commence from receipt by the winning bidder of the Purchase Order (PO) and shall be for a period of three (3) years.

#### **5. QUALIFICATION OF THE CERTIFICATION BODY**

- 5.1 The certification body should be registered in the Philippine Government Electronic Procurement System (PhilGEPS) and duly accredited by any International Accreditation Body member of the International Accreditation Forum (IAF) with a FULL scope of accreditation for IAF36/EAC36 (Public Administration)
- 5.2 In order to avoid conflict of interest, the certification body should have no service contract with and within PPA to provide site-specific consultancy

services. Training programs that are open to public, not organization-specific, and held in a public forum format are not considered consultancy services;

5.3 The certification body must issue the certificates that are compliant with the International Standard (ISO) and British Standard (BS) or European Norm (EN).

5.4 The certification body must have a minimum (5) years of experience of successfully certifying ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 and at least five (5) government agency certified for three standards;

5.5 The certification body shall have a minimum of three (3) auditors shall satisfy the following requirements:

- a. Consists of auditor(s) with actual hands-on experience on IMS who are qualified to conduct audits in the name of certifying body.
- b. Have team members with actual hands-on experience on government IMS Process,
- c. At least one (1) Auditor shall have a Lead Auditor Training for ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018. Copy of the Lead Auditor Training Certificate must be submitted.
- d. At least one (1) personnel shall have a minimum of two (2) years of work and/or auditing experience relevant to maritime and/or seaport sector;
- e. At least two (2) auditors shall have a minimum of three (3) years ISO auditing experience; and,

5.6 Replacement of any team shall require written approval from the PPA.

## **6. RESPONSIBILITIES OF THE CERTIFICATION BODY**

6.1 The certification body shall provide the PPA with its company profile highlighting related projects, its scope of work and implementation methodology. The curriculum vitae of each member of the proposed certification team shall likewise be submitted. The certification body auditors shall abide with the auditing principles.

6.2 The certification body and its audit team shall adhere to the terminologies and guidelines specified in the ISO 19011 - Guidelines for Auditing Management Systems.

## 7. SCOPE OF SERVICES

7.1 The certification body shall adhere to the following scope of services and its corresponding deliverables:

Scope of Work/ Duration	Deliverables
<p>1. Recertification/Certification Audit under ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 - Year 1</p> <p>Recertification/Certification Audit - three (3) working days</p>	<ul style="list-style-type: none"> <li>• Preparation and submission of Audit Plan two (2) weeks before the on-site audit.</li> <li>• Conduct of on-site audit.</li> <li>• Preparation and submission of audit report within five (5) working days after the on-site audit.</li> <li>• Issuance of Certificate (3 certificates) valid for three years within thirty (30) days from the submission of corrective action on nonconformities, if any.</li> </ul>
<p>2. 1<sup>st</sup> Surveillance Audit under ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 - Year 2</p> <p>Surveillance Audit – Three (3) working days</p>	<ul style="list-style-type: none"> <li>• Preparation and submission of Audit Plan two (2) weeks before the on-site audit.</li> <li>• Conduct of on-site audit.</li> <li>• Preparation and submission of audit report within five (5) working days after the on-site audit.</li> <li>• Confirmation of ISO Certification.</li> </ul>
<p>3. 2<sup>nd</sup> Surveillance Audit under ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 - Year 3</p> <p>Surveillance Audit - Three (3) working days</p>	<ul style="list-style-type: none"> <li>• Preparation and submission of Audit Plan two (2) weeks before the on-site audit.</li> <li>• Conduct of on-site audit.</li> <li>• Preparation and submission of audit report within five (5) working days after the on-site audit.</li> <li>• Confirmation of ISO Certification.</li> </ul>

7.2 The certification body shall include a provision for appeal in their audit activities and procedures. If resolution on good terms cannot be made between the agency and the certification body on decisions of the audit team, PPA shall have the right to refer the matter to an independent arbitrator.

## 8. CONFIDENTIALITY AND IMPARTIALITY

8.1 Except with a prior written consent of the PPA, the certification body shall not at any time communicate to any person or entity any confidential information acquired in the scope of services, nor shall the certification body make public the findings/ recommendations formulated in the course of or as a result of the services.

8.2 The certification body shall value the importance of impartiality in the certification of the system and shall use all reasonable efforts to manage possible conflicts of interest and ensure the objectivity of the certification process.

## 9. ENGAGEMENT FEE

9.1 In consideration of the services performed by the certification body, payment shall be made in three (3) installments upon completion of each of the following milestones and submission of required deliverables:

<b>Activity/Milestone</b>	<b>Deliverables</b>	<b>Payment</b>
Recertification/Certification Audit under ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 - Year 1	<ol style="list-style-type: none"> <li>1. Submission of audit report within five (5) working days after the on-site audit.</li> <li>2. Issuance of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Certificates valid for three (3) years within thirty (30) days from the submission of corrective action on nonconformities, if any.</li> </ol>	50% contract cost
Completion 1 <sup>st</sup> Surveillance Audit - Year 2	<ol style="list-style-type: none"> <li>1. Submission of audit report within five (5) working days after the on-site audit.</li> <li>2. Confirmation of ISO Certification.</li> </ol>	25% contract cost
Completion 2 <sup>nd</sup> Surveillance Audit - Year 3	<ol style="list-style-type: none"> <li>1. Submission of audit report within five (5) working days after the on-site audit.</li> <li>2. Confirmation of ISO Certification.</li> </ol>	25% contract cost

9.2 Payments shall be supported by a Certificate of Satisfactory Service based on the completion of activities as evidenced by the submission and acceptance of the required deliverables.

9.3 PPA may terminate this agreement and refuse to make payments in the event of any violation by the certification body of any of the terms and conditions specified therein.

9.4 PPA shall provide transportation for the auditors for onsite audits from Iloilo airport to audit venue and vice versa, as well as living accommodations during the Recertification/Certification Audit / Stages 1 and 2 and Surveillance Audits

chargeable against the PMO's budget. Airfare/ Seafare shall be borne by the certifying body.



**CORDELIA C. SIDON**  
Acting Manager, PMSODD