



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
BAC-PGCS-031-2022

Name of Project : **Procurement of Service Provider for the Conduct of Virtual Training on Awareness and Orientation on Integrated Management Systems Standards (ISO 9001:2015, ISO 14001:2015, ISO 45001:2018)**

Approved Budget for the Contract : **P377, 600.00**

Deadline for Submission : **April 20, 2022**

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, and Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney.

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 VIRTUAL TRAINING ON  
AWARENESS AND ORIENTATION ON INTEGRATED MANAGEMENT SYSTEMS  
STANDARDS (ISO 9001:2015, ISO 14001:2015, ISO 45001:2018)**

## **1. INTRODUCTION**

Based on the approved CY 2022 PPA Learning and Development Programs, the Human Resource Management Department (HRMD) has scheduled to conduct the following training programs:

- Virtual Training on Awareness and Orientation on ISO 9001:2015 - Quality Management System Standard
- Virtual Training on ISO 14001:2015 – Environmental Management Systems
- Virtual Training on Awareness on ISO 45001:2018 - Occupational Health and Safety Standard

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

ISO 14001 certification uncover weak points in environmental management system and create the basis for a continuous and verifiable improvement process. To reduce environmental risks, 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.

The new ISO 45001 standard for occupational health & safety management will supersede OHSAS 18001, the previous standard for occupational health & safety, and will minimize the risk of damage to health and accidents in the workplace. BS OHSAS 18001 was developed by the British Standards Institution (BSI) and forms the basis for the new ISO 45001 standard.

In compliance to the 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", PPA Training Institute will be implementing these training programs through online delivery.

## **2. OBJECTIVE**

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

**2.1** The Virtual Training on Awareness and Orientation on ISO 9001:2015 Quality Management System Standard 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.

**2.2** The Virtual Training on (ISO 14001:2015) helps participants to understand the ISO 14001:2015 Environmental Management System (EMS) requirements and learn how to audit your organization based on these requirements.

**2.3 The Virtual Training on Awareness on Occupational Health and Safety Management System (ISO 45001:2018) aims to provide participants with an in-depth understanding of the latest management system as well as its differences from the OHSAS 18001.**

**3. SCOPE OF WORK**

**3.1 Project Duration**

To cover a period of six (6) months.

**3.2 Project Scope**

The services to be rendered shall initially cover the training programs identified in Section I hereof.

	<b>Course Title</b>	<b>Description</b>	<b>No. of Participants</b>	<b>Tentative Schedule</b>
1.	Virtual Training on Awareness and Orientation on ISO 9001:2015 Quality Management System Standard	This is an orientation course that will provide knowledge on the ISO 9001:2015 requirements. It will also give participants an overview of the ISO 9000 family, its benefit and features, as well as the seven quality management principles.	50-60 pax/ batch	(Batch 1) May-June 2022  (Batch 2) May-June 2022  (Batch 3) May-June 2022
2.	Virtual Training on ISO 14001:2015 – Environmental Management System	This course aims to provide the skills and knowledge required to conduct an internal or external Environmental Management System (EMS) audit based on ISO 14001:2015 and report on the effective implementation and maintenance of the management system in accordance with ISO 19011:2018.		
3.	Virtual Training on Awareness on ISO 45001:2018 - Occupational Health and Safety Standard	ISO 45001 helps organizations by providing a framework to improve occupational health and safety performance, reduce workplace risks, and create better and safer working conditions. This awareness training course provides a basic understanding of the ISO 45001 Occupational Health and Safety (OH&S) Management System requirements and explores the main changes between OHSAS 18001 and ISO 45001.		

### 3.3 SCOPE OF SERVICES AND REQUIREMENTS

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

#### 3.3.1 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 no 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;
9. Preferably have international or local recognition/affiliation in the field of Management System; and
10. If applicable, with at least a satisfactory rating on previous PPA training.

#### 3.3.2 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;
4. Capable to deliver training thru online/virtual/web-based platforms.

#### 3.3.3 Target learning needs/competency of participants

<i>Functional Competency</i>	Knowledge Management (Intermediate)
<i>Definition</i>	Creates, captures, shares and leverages knowledge towards the success of the organization.
<i>Description</i>	Keeps knowledge up to date by recognizing the importance of current knowledge and puts mechanisms in place to ensure that employees are alerted on current information.
<i>Behavioral Indicators</i>	Identifies sources of information relevant to work.
	Utilizes search strategies that are appropriate for work need.
	Complies with relevant processes and standards (including records and document standards) so that information or knowledge can be used or transferred to other when needed.

<i>Functional Competency</i>	<b>Process Management (Advanced)</b>
<i>Definition</i>	Develops, formulates, and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, to ensure effective and efficient delivery of services by adopting measures to drive compliance; thus, becoming proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.
<i>Description</i>	Designs the process based on improvement opportunities.
<i>Behavioral Indicators</i>	Establishes clear, well-defined processes and procedures in own area of responsibility consistent with broad project policies, and processes.
	Validates feedback about limitations in the existing processes, procedures, and forms
	Recommends documentation of unwritten policies or development of procedures as basis for addressing problems.
	Develops strategies in disseminating information, materials and methodologies aimed at educating port, users/clients, service providers and colleagues in project processes, procedures, and policies.
	Identifies developmental and competency needs of the staff to ensure effectiveness in delivering the required process of work.
	Recommends measures and innovations to the existing project processes and procedures.

#### **4. SERVICE PROVIDER RESPONSIBILITIES**

1. Conduct the training thru online/virtual/web-based lectures, presentation and discussions, workshops, and exercises
2. Provide the applicable online/virtual/web-based platform for training delivery.
3. The online/virtual/web-based platform should be readily available and user-friendly.
4. Provide technical assistance during the online/virtual/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 modules, master copy of the participant's workbook, exercise forms and training handouts 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-test
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 online/virtual/web-based training.
12. Accept the agreed package payment regardless of the number of participants.

## 5. 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:



**RAPHAEL C. RAYMUNDO**  
Acting Division Manager  
Human Resource Management Department



MCM/NMP