



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

Name of Project : **Procurement of Service Provider for the Conduct of Hazard Identification, Risk Analysis and Determining Control (HIRADC) and Aspect/Impact Identification and Assessment**

Approved Budget for the Contract : **P175, 000.00**

Deadline for Submission : **June 01, 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, and PhilGeps Registration Number.

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
5th 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

Very Truly Yours,


ANGELINA A. LLOSE
Vice-Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

TERMS OF REFERENCE
PROCUREMENT OF SERVICE PROVIDER FOR THE CONDUCT OF HAZARD
IDENTIFICATION, RISK ANALYSIS, AND DETERMINING CONTROL (HIRADC) AND
ASPECT/IMPACT IDENTIFICATION AND ASSESSMENT
(ASD-026-2024)

I. INTRODUCTION

Based on the approved CY 2023 PPA Learning and Development Programs and Budget (LDPB), the PPA Training Institute (PPATI) is scheduled to conduct the training on Hazard Identification, Risk Analysis, and Determining Control (HIRADC) and Aspect/Impact Identification and Assessment on the following schedules:

Batch	Tentative Dates	Venue	Target Responsibility Centers and Participants
Batch 1	July 25 – 27, 2023	Manila	PMSODD Personnel PMOs: Palawan Bicol Batangas Panay Guimaras 35 Participants
Batch 2		PMO Davao	PMOs: Zamboanga Misamis Occ./Ozamiz Davao Socsargen Misamis Or./CDO 35 Participants

The ISO 45001 Occupational Health and Safety Management Systems (OHSMS) supersedes the British Standards Occupational Health and Safety Assessment Series (BS OHSAS 18001). One of the clauses in the ISO 45001 is hazard identification, risk assessment, and determining controls (HIRADC) and these can be documented in the HIRADC document.

This three-day course is designed to provide practical guidance that will facilitate in identifying hazard, risk assessment, and determining controls. HIRADC discovers and controls the potential hazards that exist around the working environment.

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 program identified in Section I hereof.

III. OBJECTIVE

This training program will enable the participants to gain necessary skills and knowledge on how to plan, conduct, and document hazard analysis, risk assessment and determining controls (HIRADC), and aspect and impact identification and assessment as well as establish Integrated Management System (IMS) and role of objectives, targets and programs in controlling risks and underscoring duty of care.

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

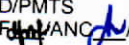
1. Provide the number of enrollees as stated;
2. Provide the meals, training venue, relevant supplies and equipment, and accommodation, per diem and transportation of participants;
3. Shoulder the accommodation and transportation of one (1) SME for trainings to be conducted outside Metro Manila. Meals (outside training hours) and other incidental expenses shall be shouldered by the SME;
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.

VII. BUDGET

1. The Approved Budget for the Contract is P175,000.00.
2. Funding shall be chargeable against CY 2023 Learning and Development Programs and Budget.

Approved by:


MARYGENE F. MONTENEGRO
Manager
PPA Training Institute

TPMD/PMTS
DFM/ANC /nldg___/Memo to ASD-HIRADC