



REQUEST FOR QUOTATION

The Philippine Ports Authority Bids and Awards Committee for the Procurement of Goods and Consultancy Services (BAC-PGCS) will undertake the Procurement of Services of a Certification Body for the Management Systems at the **Port of Legazpi, PMO Bicol**, per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC) : P 550,000.00

DEADLINE FOR SUBMISSION OF QUOTATION : 03 August 2018

All quotations must be duly-signed and shall be submitted to BAC Office, 5th floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or email at the following addresses:

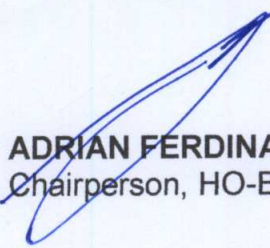
elparedes@ppa.com.ph
mabcipriano@ppa.com.ph
tatguerrero@ppa.com.ph

The required documents such as PhilGEPS Registration, DTI or SEC Registration, DTI-PAB Accreditation, Mayor's Permit, Tax Clearance, Income/Business Tax Return and Omnibus Sworn Statements must be submitted before issuance of the Notice of Award.

For further information, please refer to:

BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., A. Bonifacio Drive,
South Harbor, Port Area, Manila
Telephone/Fax no: 527-4735
527-8356 to 83 loc. 539

PPA Website: www.ppa.com.ph


ADRIAN FERDINAND S. SUGAY
Chairperson, HO-BAC-EP/PGCS

TERMS OF REFERENCE
(FOR SERVICES OF A CERTIFICATION BODY
FOR THE MANAGEMENT SYSTEM OF THE PORT OF LEGAZPI)

1. INTRODUCTION

1.1. To meet the standard requirements for 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 Legazpi, PMO Bicol with specific reference to the facilitation of vessel entrance and clearance processes and supervision of Withdrawal and Entry of Cargo at the Marine and Terminal Services (MTS).

1.2. The PPA wishes to adopt ISO standards and these are to be implemented to serve as foundation in the attainment of its environmental, safety and health and quality objectives. Complying with these standards will increase operational efficiency and productivity as work responsibilities and processes will be clearly defined and will be 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 aim to establish an Integrated Management System (IMS) pertaining to VEC and WEC at the port of Legazpi.

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 Health & Safety which meets the requirements of the three (3) standards, i.e., ISO 9001:2015 (Quality); 14001:2015 (Environment) and BS OHSAS 18001:2007 (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 Legazpi – it is the port that serves as center of administrative and other operational activities under the jurisdiction of the Port Management Office of Bicol where the vessels calling at the government and private ports undertake the IMS-VEC and WEC core business processes (i.e., berth allocation, entrance formalities, assessment of vessel/cargo

charges, collection of vessel/cargo charges, and departure clearance and cargo entry and withdrawal).

- e. Vessel Entrance Clearance (VEC) – 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. Withdrawal and Entry of Cargo (WEC) - refers to the core business process which comprises of assessment of cargo charges, collection of cargo charges and cargo entry and withdrawal.

4. DURATION OF SERVICES

4.1. The services subject of procurement shall be for a period of three (3) years to commence in October 2018.

5. QUALIFICATIONS OF THE CERTIFICATION BODY

5.1. The certification body shall be duly accredited by the Philippine Accreditation Office, Bureau of Product Standards, Department of Trade and Industry and has been accredited to provide certification for the scope of public administration (IAF 36).

5.2. In order to avoid conflict of interest, the certification body should have no service contract with and within the 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 composed of audit and surveillance teams shall satisfy the following:

- a. The certification body must have at least five (5) years experience in the industry and must have at least one (1) year ISO auditing experience in seaport related entities;
- b. At least one (1) team member shall have relevant maritime and/or seaport sector experience which covers the scope of the subject core process/es;
- c. At least two (2) members shall have a minimum three (3) years ISO auditing experience; and,
- d. The advance training on ISO auditing of at least one (1) auditor should be not less than thirty two (32) hours.

6. RESPONSIBILITIES OF THE CERTIFICATION BODY

6.1. The certification body shall provide the PPA with its company profile highlighting related projects, scope of work, and implementation methodology. The curriculum vitae of each of the member of the proposed certification team shall likewise be submitted. The certification body audit team 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 19011:2011 - Guidelines for Auditing Management Systems.

