



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Service Provider for the Conduct of Virtual Training on Effective Risk Based Internal Audit on Management Systems (ISO 19011:2018) IMS Ports**

Approved Budget for the Contract : **P210,200.00**

Deadline for Submission : **September 14, 2020**

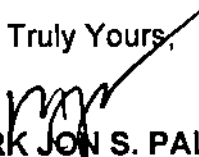
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Omnibus Sworn Statement and Secretary's Certificate/Special Power of Attorney and Income/Business Tax Return.

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
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,


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:**

**EFFECTIVE RISK BASED INTERNAL QUALITY AUDIT ON MANAGEMENT SYSTEMS
(ISO 19011:2018) IMS PORTS
(BAC-PGCS-072-2020)**

I. INTRODUCTION

Based on approved CY 2020 PPA Learning and Development Programs, the Training Institute (PPATI) is scheduled to conduct the Effective Risk Based Internal Quality Audit on Management Systems (ISO 19011:2018) IMS Ports.

ISO 19011:2018 is an international standard of ISO on 'Guidelines for auditing management systems'. This standard provides guidance on auditing management systems, including the principles of auditing, managing an audit program and conducting management system audits, as well as guidance on the evaluation of competence of individuals in the audit process.

In compliance to 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*', PPATI will be implementing the training program through online delivery.

Batch	IMS Ports	Tentative Dates	No. of Enrollees
1	PMOs Davao and SocSargen	3 rd Quarter	40
2	PMOs Batangas and Palawan		40
3	PMOs Bicol and Panay/Guimaras		40
4	PMOs Misamis Oriental/Cagayan de Oro and Misamis Occidental/ Ozamiz		40
5	PMO Zamboanga and other IMS Ports		40

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 program identified in Section I hereof.

III. OBJECTIVE

The objective of the identified 2-day virtual/online training is to provide necessary skills and knowledge for in the implementation of risk-based internal auditing as aligned with ISO 19011: 2018 version.

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 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 not limited to location-independent online/virtual training, web-based seminar or live online trainings;
8. Must have at one (1) year experience in online/virtual/web-based training delivery; and
9. Preferably have international or local recognition/affiliation in the field of Management System;

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 training thru online/virtual/web-based platforms.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Conduct the training thru a virtual/online/web-based lectures, presentation and discussions, workshops and exercises.
2. Provide the applicable virtual/online/web-based platform for training delivery.
3. The virtual/online/web-based platform should be readily available and user-friendly.
4. Provide a moderator and technical assistance during the virtual/online/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 course 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-tests
9. Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI)
10. Perform other services necessary for the delivery of the virtual/online/web- based training.
11. Accept the agreed package payment per batch regardless of the number of participants.

VI. PPA RESPONSIBILITIES

1. Provide the number of enrollees depending on the batch 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:


MARY GENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute