



REQUEST FOR QUOTATION
(BAC-PGCS-072-2020)

Name of Project : Procurement for the Conduct of Virtual Training on Awareness and Orientation on ISO 45001:2018 - Occupational Health and Safety Standard

Approved Budget for the Contract : Php 204,000.00

Deadline for Submission : September 16, 2020


Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid current Mayor's/Business Permit, Philgeps Registration Number and Omnibus Sworn Statement with attached Secretary's Certificate.

All quotations shall be duly signed and submitted in person to Administrative Services Department, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or through email address will not be considered.

For further information, please refer to:

BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Building, Bonifacio Drive,
South Harbor, Port Area, Manila
Tel/Fax No. 5274735
5278356 to 83 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:**

**AWARENESS AND ORIENTATION ON ISO 45001:2018 - OCCUPATIONAL HEALTH
AND SAFETY STANDARD
(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 Awareness and Orientation on ISO 45001:2018 - Occupational Health and Safety Standard.

ISO 45001:2018 specifies requirements for an occupational health and safety (OH&S) management system, and gives guidance for its use, to enable organizations to provide safe and healthy workplaces by preventing work-related injury and ill health, as well as by proactively improving its OH&S performance.

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 these training program through online delivery.

Batch	Awareness & Orientation on ISO 45001:2018 - Occupational Health and Safety Standard (1 day)	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	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 objectives of the identified 1-day virtual/online training is to provide necessary skills and knowledge in the application of new requirements of ISO 45001:2018 as its transition from OHSAS 18001:2007 to ISO 45001:2018.

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.

- 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:


MARYGENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute