



REQUEST FOR PROPOSAL

The Philippine Ports Authority through its Bids and Awards Committee for the Procurement of Goods and Consultancy Services (BAC-PGCS) will undertake a Negotiated Procurement for the Procurement of Services of Certifying Body for the Quality Management System of PPA,, with an Approved Budget for the Contract of P3,800,000.00, based on the attached Terms of Reference (TOR).


The Negotiated Procurement will be undertaken in accordance with Section 53, 54 and Annex H of the 2016 Revised IRR of RA 9184.

As such, we are inviting all legally, technically and financially capable certifying bodies to submit their duly signed Proposals in a sealed envelope, together with the following documents to be submitted with the Proposal: Certificate of PhilGEPS Registration, valid and current Mayor's/Business Permit, Tax Clearance, Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney.

Proposals shall be submitted in person at the Philippine Ports Authority, BAC Office, 5th Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila, not later than 5:00 p.m. of **23 December 2021**.

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. 8 - 527-47-35
8 - 527-83-56 to 83 loc. 539
PPA Website: www.ppa.com.ph


MARK JON S. PALOMAR
Chairperson, PPA Head Office Bids and Awards
Committee for Goods and Consultancy Services
(BAC-PGCS)

TERMS OF REFERENCE (TOR)
Procurement of Services of Certifying Body for the Quality Management
System of PPA
(BAC-PGCS-152-2021)

1. INTRODUCTION

To meet the standard requirements for the 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 by the head office and the various port management offices, with specific reference to the Administration, Planning and Control of resources (APC) and facilitation of Vessel Entrance and Clearance (VEC).

The PPA wishes to adopt ISO standards and these are to be implemented to serve as foundation in the attainment of its quality objectives. Complying with these standards will increase operational efficiency and productivity as work responsibilities and processes will be clearly defined, transparent, guided and controlled.

Accordingly, these Terms of Reference are intended to set forth and to specify the services and obligations required of the certification body.

2. OBJECTIVE

The procurement of the services of a certification body is consistent with the PPA's aim to continuously improve the quality management systems pertaining to administration, planning and control of resources and facilitation on vessel entrance and clearance at the corporate office and identified enrolled ports, respectively.

3. DEFINITION OF TERMS

For purposes of these Terms of Reference, the following term 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. Enrolled ports - ports that serve as centers of administrative and other operational activities under the jurisdiction of the port management office where the vessels calling at the government and private ports undertake the subject core business processes (i.e., entrance formalities, assessment of vessel charges, and departure clearance);
- d. Quality Management System - a set of interrelated or interacting elements that allow the organization to establish its policy and objectives related to quality and to achieve those objectives;
- e. Administration, Planning and Control - refers to the business process which applies to the processing, allocation, control and administration of resource requirements in support of the implemented management system in the PPA Port Management Offices; and,
- f. Vessel Entrance and 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.

4. COSTING AND DURATION OF SERVICES

The procurement of services of a certifying body has an Approved Budget for the Contract (ABC) of Three Million Eight Hundred Thousand pesos (₱ 3,800,000.00) only and shall be charged to the Corporate Funds of the Philippine Ports Authority. The service commence from the receipt of the winning bidder of the Notice To Proceed and shall be for a period of three (3) years.

The prospective bidder must have completed a single contract similar to the contract to be bid whose value must be at least 50% of the ABC. For this purpose, similar contract means, contract for the procurement of services of certifying body for the Quality Management System.

5. QUALIFICATION OF THE CERTIFICATION BODY

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

In order to avoid conflict of interest, the certification body should have no service

contract with and within 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.

The certification body must have at least five (5) years of experience in the industry and must have at least one (1) year ISO auditing experience in seaport related entities.

The certification body shall have auditors that satisfy the following requirements:

- a. At least one (1) personnel shall have a minimum of two (2) years of work and/or auditing experience relevant to maritime and/or seaport sector;
- b. At least two (2) auditors shall have a minimum of three (3) years ISO auditing experience; and,
- c. At least two (2) auditors shall have a minimum of thirty two (32) hours of training on ISO 9001 Lead Auditor's Training Course.

6. RESPONSIBILITIES OF THE CERTIFICATION BODY

The certification body shall provide the PPA with its company profile highlighting related projects, its scope of work and implementation methodology during the bid opening. The curriculum vitae of each member of the proposed certification team shall likewise be submitted during the bid opening. The certification body audit team shall abide with the auditing principles.

The certification body and its audit team shall adhere to the terminologies and guidelines specified in the ISO 19011 - Guidelines for Auditing Management Systems.

7. SCOPE OF SERVICES

The certification body shall adhere to the following scope of services and its corresponding deliverables:

Scope of Work/ Duration	Deliverables
1. Certification Audit under ISO 9001:2015 - Year 1	<ul style="list-style-type: none"> • Preparation and submission of Audit Plan two (2) weeks before the on-site audit. • Conduct of on-site audit.

<p>a. Certification Audit - thirteen (13) working days (on-site audit on Head Office + PMOs Bataan/Aurora, Eastern Leyte/ Samar, Negros Oriental/Siquijor, Agusan, and Surigao).</p>	<ul style="list-style-type: none"> • Preparation and submission of audit report within five (5) working days after the on- site audit.
<p>2. Issuance of ISO 9001:2015 Certification for three (3) years.</p>	<ul style="list-style-type: none"> • Issuance of ISO certification after thirty (30) days from the submission of corrective action on nonconformities, if any.
<p>3. 1st Surveillance Audit under ISO 9001:2015 - Year 2</p> <p>a. Follow-up Audit - eight (8) working days covering Head Office + PMOs Mindoro, Marinduque/Quezon, NCR North, NCR South, and Northern Luzon).</p>	<ul style="list-style-type: none"> • Preparation and submission of Audit Plan two (2) weeks before the on-site audit. • Conduct of on-site audit. • Preparation and submission of audit report within five (5) working days after the on- site audit. • Confirmation of ISO Certification.
<p>4. 2nd Surveillance Audit under ISO 9001:2015 - Year 3</p> <p>a. Follow-up Audit - ten (10) working days covering HO + PMOs Bohol, Western Leyte/Biliran, Negros Occ./BBB, Lanao Del Norte/Iligan, and Zamboanga Del Norte + 2 PMOs from Year 1 & Year 2 to be determined by PPA.</p>	<ul style="list-style-type: none"> • Preparation and submission of Audit Plan two (2) weeks before the on-site audit. • Conduct of on-site audit. • Preparation and submission of audit report within five (5) working days after the on- site audit. • Confirmation of ISO Certification.

The scope of services and deliverables shall serve as reference of prospective bidders in the preparation of Section VI - Schedule of Requirements of the Bidding Documents.

The certification body shall include a provision for appeal in their audit activities and procedures. If resolution on good terms cannot be made between the agency and the certification body on decisions of the audit team, PPA shall have the right to refer the matter to an independent arbitrator.

The certification body audit team shall provide the PPA a full report on the operations audited consistent with the approved scope of work/deliverables within five (5) working days after the conduct of all audits.

8. CONFIDENTIALITY AND IMPARTIALITY

Except with a prior written consent of the PPA, the certification body shall not at any time communicate to any person or entity any confidential information acquired in the scope of services, nor shall the certification body make public the findings/ recommendations formulated in the course of or as a result of the services.

The certification body shall value the importance of impartiality in the certification of the system and shall use all reasonable efforts to manage possible conflicts of interest and ensure the objectivity of the certification process.

9. ENGAGEMENT FEE

In consideration of the services performed by the certification body, payment shall be made in three (3) installments upon completion of each of the following milestones and submission of required deliverables:

Activity/Milestone	Deliverables	Payment
Certification Audit under ISO 9001:2015 - Year 1	Issuance of ISO 9001:2015 Certificate valid for three (3) years after thirty (30) days from the submission of corrective action on nonconformities, if any.	40% contract cost
Completion of 2 nd Year QMS ISO 9001:2015 Audit	Submission of audit report within five (5) working days after the on-site audit. Confirmation of ISO Certification.	30% contract cost
Completion of 3 rd Year QMS ISO 9001:2015 Audit	Submission of audit report within five (5) working days after the on-site audit. Confirmation of ISO Certification.	30% contract cost

- Payments shall be supported by a Certificate of Satisfactory Service based on the completion of activities as evidenced by the submission and acceptance of the required deliverables. PPA may refuse to make payments in the event of any violation by the certification body of any of the terms and conditions specified therein.
- PPA shall provide transportation for the auditors for onsite audits from designated pick-up place/airport to audit venue and vice versa, as well as living accommodations during the Certification and Surveillance Audits. Airfare / Seafare shall be borne by the certifying body.



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