

**TERMS OF REFERENCE
FOR THE CONDUCT OF THE
STATUS REVIEW AND SCOPE IDENTIFICATION OF IMS TRAINING**

I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct the "Status Review and Scope Identification" of IMS training.

The training aims to determine the gap between the current management system and the ISO 9001:2015, ISO 14001:2015, and BS OHSAS 18001:2007 conforming Integrated Management System. It aims to help the participants to assess the scope, readiness, and organization's resources for building the system.

II. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the requirements stated below for the conduct of the above-mentioned program:

1. Must have extensive experience in the field of Integrated Management Systems.
2. The organization or company must have a certified management system or a certifying body.
3. Must have earned the minimum final rating requirement (85%) using the Quality-Cost Based Evaluation (QCBE) procedure (75% for technical score and 25% for financial score). The technical scope shall be evaluated using the following criteria and weights:
 - Qualification of Resource Person/s to be assigned to training (50%)
 - Relevant education
 - Technical Certification/Training on ISO standards
 - Relevant work experience
 - No. of years in the firm
 - Experience of the bidding/company (30%)
 - International and local recognition/affiliation (20%)

III. SERVICE PROVIDER RESPONSIBILITIES

1. Provide the Resource Person/Trainer to deliver training program;
2. Submit the training design prior to the conduct of training in accordance with PPA requirements;

3. Provide and submit course modules, master copy of the participant's workbook, exercise forms, and training handouts (together with the soft copy) prior to the conduct of the training in accordance with PPA requirements;
4. Issue Certificate of Completion/Participation of participants; and,
5. Perform other acts and services necessary to the forgoing.

IV. PPA RESPONSIBILITIES

1. Provide the training venue, training equipment, training supplies/materials and transportation for the resource person/s, participants, and training staff;
2. Take charge of the reproduction of job aids/tool kits and necessary training materials/handouts;
3. Implement and facilitate the workshop; and,
4. Pay the Service Provider the package rate agreed upon during the procurement process, through its representative.

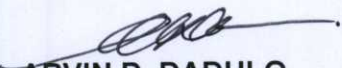
V. BUDGET

The budget estimates for the procurement of Service shall be chargeable against the approved CY 2018 PPA Learning and Development Programs as follows:


No	Venue	No. of Pax	No. of Days	Amount
1	PMO Palawan	80	2	P 80,000.00
2	PMO Davao	80	2	P 80,000.00
3	PMO Bicol	80	2	P 80,000.00

Any inquiries/ clarification can be coursed through to Mr. Jovertlee C. Pudan, Training Specialist IV of PPATI at (02) 336-6516, 0917-703-1837, or jcpudan@ppa.com.ph.

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