

**TERMS OF REFERENCE**  
**(FOR SERVICES OF A CERTIFICATION BODY**  
**FOR THE MANAGEMENT SYSTEMS OF THE PORT OF ILOILO, ICPC)**

**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 of the port of Iloilo, ICPC, with specific reference to the facilitation on Vessel Entrance and Clearance (VEC) and the supervision on the Withdrawal and Entry of Cargoes (WEC), respectively.

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, 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 pertaining to VEC and WEC at the Port of Iloilo.

**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 and Safety which meets the requirements of three (3) standards, i.e., ISO 9001:2015 (QMS); 14001:2015 (EMS) and BS 18001:2007 (OSHAS) 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 Iloilo, ICPC – it is the port that serves as center of administrative and other operational activities under the jurisdiction of the port management office of Panay/Guimaras 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 entrance formalities, assessment of vessel charges, collection of vessel charges, and departure clearance; and,
- f. Withdrawal and Entry of Cargo (WEC) – refers to the core business processes 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 on November 2017.

#### **5. QUALIFICATIONS OF THE CERTIFICATION BODY**

5.1. The certification body shall be duly accredited by the Philippine Accreditation Bureau, 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.

## 7. SELECTION OF THE CERTIFICATION BODY

7.1. The PPA HO-BAC-PG shall select the lowest complying proponent and shall strictly adhere to the pertinent provisions of Republic Act No. 9184, the Government Procurement Reform Act and its Revised Implementing Rules and Regulations.

7.2 The PPA HO-BAC-PG will adopt the applicable evaluation procedure embodied under the Revised Implementing Rules and Regulations of Republic Act No. 9184.

## 8. SCOPE OF SERVICES

8.1. The scope of services to be provided by the certification body shall include the following and/or shall be subject to the following schedule:

<u>Scope of Work/Duration</u>	<u>Deliverables</u>
1. Recertification Upgrade Audit from ISO 9001:2008 to ISO 9001:2015 on November 2017 - three (3) working days (Year 1)	Preparation and submission of Audit Plan shall be two (2) weeks before the on-site audit
2. Issuance of ISO 9001:2015 Certification for three (3) years	Issuance of ISO certification after one (1) month from the submission of corrective action/ nonconformities, if any.
3. 1 <sup>st</sup> Surveillance Audit ISO 9001:2015 (Year 2) a. Follow-up Audit – two (2) working days	Preparation and submission of audit report detailing observations, opportunities for improvement, and any nonconformity with ISO standards within five (5) days.
4. 2 <sup>nd</sup> Surveillance Audit ISO 9001:2015 (Year 3) a. Stage 1 ISO 14001 and OSHAS 18001- one (1) day b. Stage 2 ISO 14001 and OSHAS 18001- two (2) days c. Three (3) working days	

8.2. The certification body shall adhere to the agreed scope of work/deliverables with prior approval of the PPA's International Organization for Standardization (ISO) Integrated Management System (IMS) Core Team created under PPA Special Order No. 380-2017 dated 17 April 2017.

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

8.4 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.

**9. CONFIDENTIALITY AND IMPARTIALITY**

9.1. Except with the 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 the services, nor shall the certification body make public the findings/recommendations formulated in the course of or as a result of the services.

9.2. 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.

**10. ENGAGEMENT FEE**

10.1. In consideration of the services performed by the certification body, the PPA shall pay in Philippine Pesos as follows:

Deliverables/issuance of Certificates	Amount
1. Recertification Audit (upgrading to ISO 9001:2015) on November 2017 – three (3) working days	P 190,000.00 (VAT inclusive)
2. Issuance of ISO 9001:2015 Certificate valid for three (3) years  (Year 1)	
3. Completion of 1 <sup>st</sup> Surveillance Audit ISO 9001:2015 (Year 2)	170,000.00 (VAT inclusive)
4. Completion of 2 <sup>nd</sup> Surveillance Audit (Year 3) under the Integrated Management System (ISO 9001:2015, ISO 14001:2015 and OSHAS 18001:2007)	190,000.00 (VAT inclusive)
<b>TOTAL</b>	<b>Five Hundred Fifty Thousand Pesos (P550,000.00)</b>

10.2. Payments shall be based on the completion of the activities as evidenced by the submission and acceptance of the required deliverables for the identified processes. The 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.

10.3. The PPA shall provide transport for the auditors for onsite audits from airport to audit venue and vice versa as well as living accommodations during the Stages 1 and 2 and surveillance audits chargeable against the approved budget.

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