



## MARITIME INDUSTRY AUTHORITY

### TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF A PROVIDER OF TRAINING FOR LEAD AUDITOR COURSE UNDER THE ISO 9001:2015 STANDARD

#### I. BACKGROUND AND LEGAL BASIS

Administrative Order No. 161 (2006) and Executive Order No. 605 (2007), which was issued by former President Gloria Macapagal Arroyo, required the institutionalization of a Quality Management System (QMS) in the Government in order to enhance internal systems and processes resulting in efficient and effective delivery of services. This QMS shall be based on the requirements of the ISO 9001 Standard which ensures consistency of products and services through quality processes.

In line with Administrative Order No. 10-19 issued last 18 March 2019, the Maritime Industry Authority (MARINA) shall implement a quality management system under ISO 9001:2015. As such, there is a need to capacitate personnel in order to understand and appreciate the rudiments of a quality management system and be able to monitor and evaluate its effective implementation. In line with this, the MARINA, a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), intends to engage the services of a provider of training for Lead Auditor Course (LAC) under the ISO 9001:2015 Standard. This will enable MARINA personnel to have an in-depth understanding of the audit process, its scope and type. This will also allow the participants to verify the implementation and effectiveness of the MARINA Quality Management System through the carrying out of regular audits and to view the results of any significant changes should there be any.

#### II. APPROVED BUDGET FOR THE CONTRACT (ABC) AND FUND SOURCE

The amount of *Two Million One Hundred Thousand Pesos (Php2,100,000.00)* inclusive of taxes has been approved to cover the costs associated for the conduct of the Lead Auditor Training under ISO 9001:2015. This amount shall be sourced from the training funds of the MARINA STCW Office for CY 2019.

#### III. SCOPE OF SERVICES/DELIVERABLES

The provider shall conduct three (3) batches of ISO 9001:2015 Lead Auditor Training for a total of sixty (60) trainees. The provider shall likewise give all necessary training materials to the trainees and issue corresponding Certificate of Training to each trainee.

#### IV. PROJECT DURATION AND VENUE OF TRAINING

The said training shall be conducted by the provider on a mutually agreed date within the year 2019 at a venue to be provided by the MARINA.

#### V. MARINA REQUIREMENTS

In addition to the provisions of R.A. 9184, the provider shall comply the following:

1. Must be authorized/recognized by the International Register of Certificated Auditors (IRCA) to conduct/deliver ISO 9001:2015 Lead Auditor Training;
2. Must have completed at least five (5) similar trainings in any agency of the government of the Philippines;
3. Must have a trainor/facilitator who is not involved in the ISO 9001:2015 Certification audit of the MARINA-STCW Office Quality Standard System (QSS) Manual; and
4. Must have no pending case against the government of the Philippines.

#### VI. TERMS OF PAYMENT

In consideration of the services of the provider, the MARINA shall make payments in accordance with the following schedule:

<b>Documentary Requirements</b>	<b>Schedule of Payment</b>
a. Acceptance of Training Report by the End-User and Submission of Certificate of Training by the Training Provider for the 1st batch	35% of approved contract price within 15 days from the compliance of the documentary requirements
b. Acceptance of Training Report by the End-User and Submission of Certificate of Training by the Training Provider for the 2nd batch	35% of approved contract price within 15 days from the compliance of the documentary requirements
c. Acceptance of Training Report by the End-User and Submission of Certificate of Training by the Training Provider for the 3rd batch	30% of approved contract price within 15 days from the compliance of the documentary requirements

In order to protect the interest of the Philippine Government, the MARINA may refuse payment when there is evident failure by the Training provider to comply with the terms and conditions in the delivery of services agreed hereto.