



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

**MARITIME INDUSTRY AUTHORITY
STCW OFFICE**



TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF A CONSULTANCY SERVICE FOR THE TRANSITION OF THE QUALITY STANDARD SYSTEM (QSS) OF THE MARINA-STCW OFFICE FROM ISO 9001:2008 TO ISO 9001:2015 STANDARD

1. Introduction

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), intends to engage the professional and technical services of a Third Party Provider for the provision of consultancy service for the transition of the Quality Standard System (QSS) of the MARINA-STCW Office from ISO 9001:2008 to ISO 9001:2015 Standard.

The delivery of these professional and technical services is necessary to maintain the STCW Office certification to ISO 9001 Standard and for the continuous compliance to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended.

2. Rationale

Under Regulation I/8 of the STCW Convention, all government agencies or entities performing certification and assessment shall have a quality standard system and that an evaluation is periodically undertaken. In compliance with this Regulation, STCW Office has established its quality standards system which is currently certified under ISO 9001:2008. However, a new version of the standard, ISO 9001:2015, has been introduced wherein one of the salient features is the inclusion of a risk-based approach to quality system. As such, it is necessary to upgrade the QSS of the STCW Office to the new version to maintain its ISO certification and for continuous compliance to the standards of the STCW Convention.

3. Objective

The engagement of the services of the Third Party Provider aims to assist the Quality Management Division (QMD) of the STCW Office not only in reviewing, documenting and preparing the Quality Standard System (QSS) of the STCW Office in line with the requirements of the ISO 9001:2015 Certification audit, but also conducting trainings relevant thereto.

4. Scope of Services

The following shall be the responsibilities of the Third Party Provider:

- a. Provide guidance and technical assistance to the Quality Management Division of the STCW Office in reviewing, updating and finalizing the QSS to comply with the requirements of ISO 9001:2015.
- b. The Third Party Provider must be ready for consultations during working hours either through personal appearance at the STCW Office (at least twice a month), through phone or through email, with regard to the revision of the QSS Manual to the ISO 9001:2015 standard.
- c. Conduct three (3) batches of ISO 9001:2015 Lead Auditors Course with twenty (20) participants for each batch, with an International Register of Certified Auditors (IRCA)-Certificated Lead Auditor as Facilitator/Trainer.
- d. Conduct two (2) batches of ISO 9001:2015 Internal Quality Audit Course with twenty (20) participants for each batch, with an IRCA-Certificated Lead Auditor as Facilitator/Trainer.
- e. Submit progress report for the consultation services every end of the month throughout the duration of the contract.
- f. Issue Certificates to participants who successfully completed training.
- g. Provide all participants with necessary training materials.
- h. Submit Terminal Report at the end of the contract.

5. Approved Budget

An amount of Two Million Pesos (P2,000,000.00) is available to cover the required fee of the Third Party Provider for the above activities and services inclusive of all applicable taxes.

6. Minimum Qualifications of the Third Party Provider

The Third Party Provider must have the following minimum qualifications:

- Must have an IRCA-Certificated Lead Auditor under ISO 9001:2015;
- Must have at least five (5) projects delivered relating to establishing, setting up, and documenting a Quality Management System based on ISO 9001:2015 Standard;
- Must not be affiliated with the current certifying body of the Quality Standard System of the STCW Office; and
- Must be registered with the Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI), and the Philippine Government Electronic Procurement System (PhilGEPS).

The BAC shall draw up the shortlist of consultants from those who have been determined as eligible in accordance with the following criteria:

| CRITERIA | WEIGHT | DOCUMENTARY REQUIREMENTS |
|--|--|---|
| 1. EDUCATIONAL REQUIREMENT | 10% | |
| Relevant education/academic degree(s) of person / key personnel or team members | Doctoral Degree 10% Master's Degree 7% Bachelor's Degree 5% | 1. Curriculum Vitae 2. TOR, Certificate of Completion or Diploma |
| 2. PROFESSIONAL EXPERIENCE AND TRAINING | 30% | |
| Relevant work experience and training conducted in National Government Agencies (NGAs) related to reviewing, documenting and preparing the requirements for Certification to an ISO Standard | 9 or more NGAs 30% 7-8 NGAs 25% 5-6 NGAs 20% 3-4 NGAs 15% | Certification of Completed Projects |
| 3. SPECIALIZATION | 60% | |
| At least five (5) years of experience relating to establishing, setting up, and documenting an organization system to an ISO Standard | 30% 10 years and up 30% 7-9 years 25% 5-6 years 20% | Certification of Completed Projects |
| At least five (5) projects delivered relating to establishing, setting up, and documenting a Quality Management System based on ISO 9001:2015 Standard | 30% 9 or more projects 30% 7-8 projects 25% 5-6 projects 20% | Certification of Completed Projects |

7. Schedule of Delivery

Consultancy services for the transition of the QSS of the STCW Office to ISO 9001:2015 Standards shall be from October 2017 to January 2018 or until the revised QSS Manual has been approved. On the other hand, the conduct of trainings shall be held between October to December 2017 at specific dates to be mutually agreed upon by MARINA-STCW Office and the Third Party Provider.

Below is the timeline of consultancy services and trainings:

| ACTIVITY | TIMELINES (2017) | | | |
|--|------------------|-------------|-------------|----------|
| | OCT 2017 | NOV 2017 | DEC 2017 | JAN 2018 |
| Provision of guidance and technical assistance to the Quality Management Division of the STCW Office in the transition of QSS Manual to ISO 9001:2015 Standard | | | | |
| Review of existing QSS Manual by Third Party Provider | | | | |
| Submission of gap analysis by Third Party Provider | | | | |
| Revision of QSS Manual by the QMD in consultation with the Third Party Provider | | | | |
| Finalization of revised QSS Manual by the QMD in consultation with the Third Party Provider | | | | |
| Approval of the revised QSS Manual by the Head of the STCW Office | | | | |
| Conduct of ISO 9001:2015 Lead Auditor Course | | | | |
| 1 st Batch | | | | |
| 2 nd Batch | | | | |
| 3 rd Batch | | | | |
| Conduct of ISO 9001:2015 Internal Quality Audit Course | | | | |
| 1 st Batch | | | | |
| 2 nd Batch | | | | |

8. Terms of Payment

| DELIVERABLES | % OF CONSULTANCY COST |
|---|---|
| 1. Gap analysis 2. First Monthly Report | End of the first month after commencement of the project 20% of the total contract price (inclusive of 12% VAT) |
| 3. Training Report 4. Second Monthly Progress Report | End of second month after commencement of the project 20% of the total contract price (inclusive of 12% VAT) |
| 5. Training Report 6. Third Monthly Progress Report | End of the third month after commencement of the project 20% of the total contract price (inclusive of 12% VAT) |
| 7. Fourth Monthly Progress Report | End of the fourth month after commencement of the project 20% of the total contract price (inclusive of 12% VAT) |
| 8. Terminal Report | After acceptance of the Terminal Report 20% of the total contract price (inclusive of 12% VAT) |