



**MARITIME INDUSTRY AUTHORITY**  
**Standards of Training, Certification and Watchkeeping Office**

**TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF SERVICES  
FOR THE CONDUCT OF TRAINING ON THE EXAMINATION  
OF QUESTIONED DOCUMENTS, SIGNATURE VERIFICATION,  
AND FRAUD AND FORGERY DETECTION**

**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 delivery of training on "Examination of Questioned Documents, Signature Verification, and Fraud and Forgery Detection" for the technical staff of the Standards of Training, Certification and Watchkeeping (STCW) Office.

**2. Rationale**

This training course will allow the participants to enhance and update their skills in examining documents, verifying signatures, and detecting fraud and forgery. Being able to detect fraud and forgery in the documents submitted to the STCW Office will enhance the capacity of the organization in maintaining the integrity of its processes and outputs.

**3. Responsibilities and Output**

The following shall be the responsibilities of the Third-Party provider:

- a. Conduct three (3) batches of training on examining documents, verifying signatures, and detecting fraud and forgery; each batch having 30 participants.
- b. Issue Certificate of Training to all participants after successful completion of the training.

**4. Approved Budget**

An amount of **Ninety Thousand Pesos (₱90,000.00)** is available to cover the required fee for the Third-Party provider of this training.

