



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 (P90,000.00)** is available to cover the required fee for the Third-Party provider of this training.

5. Minimum Qualifications of the Consultant/Technical Expert

The Consultant/Technical Expert or Third-Party Provider must be able to establish at least five (5) years of experience in examining documents, verifying signatures, and detecting fraud and forgery. Moreover, he/she must have conducted at least three (3) similar trainings in any government office.

6. Schedule and Venue of Delivery

The training shall be conducted within the third quarter of 2017 at a specific date to be mutually agreed upon by MARINA-STCW Office and the Third-Party Provider.

7. Official Contact for Expression of Interest

Interested persons and entities are invited to submit their letter of intent and quotation not later than 26 June 2017 to:



MAY M. MANANGHAYA

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