

MARITIME INDUSTRY AUTHORITY

Standards of Training, Certification and Watchkeeping Office

**TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF THE
PROFESSIONAL AND TECHNICAL EXPERTISE OF A THIRD-PARTY
PROVIDER FOR THE CONDUCT OF RISK-BASED AWARENESS
TRAINING BASED ON ISO 9001:2015**

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 the "Risk Based Awareness Training Based on ISO 9001:2015 Standards" for the personnel of the STCW Office.

The delivery of this training is necessary to maintain the STCW Office certification to ISO 9001 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 and it is necessary to upgrade the QSS to the new version to maintain the certification and for continuous compliance to the standards. Identification and addressing of risks is one of the major new elements of ISO 9001:2015 and as such, there is a need to orient and train the personnel of the STCW Office on this matter.

3. Responsibilities and Output

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

- a. Conduct three (3) batches of "Risk Based Awareness Training Based on ISO 9001:2015 Standards." Each batch shall have twenty (20) participants.
- b. Issue Certificate of Training to all participants after successful completion of the training.

4. Approved Budget

An amount of Three Hundred Thousand Pesos (Php 300,000.00) 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 have the following minimum qualifications:

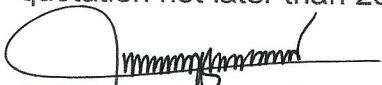
- a. An IRCA Certificated Lead Auditor under ISO 9001:2015 and shall have conducted trainings in the government sector.
- b. Should have conducted a minimum of ten (10) trainings in any government agency in the Philippines.

6. Schedule and Venue of Delivery

The three (3) batches of trainings shall be conducted within the third quarter of 2017 at specific dates 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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