



**TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF A CERTIFYING
BODY FOR THE CERTIFICATION OF THE MARITIME INDUSTRY AUTHORITY'S
QUALITY MANAGEMENT SYSTEM (QMS) UNDER ISO 9001:2015**

1. BACKGROUND

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), is responsible for integrating the development, promotion, and regulation of the maritime industry in the country. The MARINA aims to expand its ISO 9001:2015 certification to MARINA Central Office and MARINA Regional Office IV – Batangas. The ISO 9001:2015 certification is compliance with Administrative Order No. 161, "Institutionalizing Quality Management System in Government" and as amended by Executive Order No. 605, all departments and agencies in the Executive branch are required to institutionalize Quality Management System.

The MARINA intends to procure the services of an independent party to conduct a certification audit of the MARINA's QMS pursuant to the requirements of ISO 9001:2015.

2. SCOPE OF SERVICES

The following are the Scope of Services of the Certifying Body:

- 2.1. The Certification under ISO 9001:2015 shall cover the Quality Management System (QMS) activities of the MARINA, under which are:
 - a. Eleven (11) Service Unit in the Central Office; and
 - b. One (1) Regional Office (MRO IV Batangas)
- 2.2. Personnel (as of January 31, 2024)
 - a. Central Office – 342
 - b. MRO IV Batangas – 64
- 2.3. The Certification Body shall perform the following activities:
 - a. Prepare and submit an Audit Plan within ten (10) working days from the signing of the Contract of Services, subject to concurrence of the MARINA;
 - b. Conduct of Certification Audit of the QMS in accordance with the mutually agreed Audit Plan;
 - c. Issue ISO 9001:2015 Certificate;
 - d. Conduct Surveillance Audit for the 2nd and 3rd year of certification;
 - e. Provide full report on the operations audited within the content and approved scope of work/deliverables to the MARINA within ten (10)

working days after each audit unless otherwise agreed by the MARINA. The report shall contain the following minimum items:

- i. summary of the activities performed;
 - ii. details of the audit findings, substantiated by relevant objective evidence; and
 - iii. statement on the status of the management system of the MARINA and the fulfillment of the applicable standard.
- f. Provide in their audit activities a procedure for client appeals. If Resolution on good terms for disputes between the MARINA and the Certification Body cannot be made, the MARINA shall be afforded the right to lodge appeals about the decisions of the audit team to the management of the Certification Body; and
 - g. At all times, the Certification Body shall not be allowed to sub-contract its services to any other person or entities.

3. TIMETABLE

The Certifying Body shall perform and deliver the following services:

TASKS	TIMELINES	DELIVERABLES
A. Certification Audit	October 2024 to November 2024	<ul style="list-style-type: none"> • Certifying body will conduct certification audit of the MARINA under the terms of ISO 9001:2015.
B. Issuance of ISO 9001:2015 Certificate valid for 3 years	On or before February 2025	<ul style="list-style-type: none"> • Certifying body will issue an ISO 9001:2015 Certificate
C. Surveillance Audit for 2 nd and 3 rd year of Certification	2026 and 2027	<ul style="list-style-type: none"> • The Certifying Body will conduct a surveillance audit to MARINA. • At the end of the 3rd year of Certification, submit a Terminal Report.

4. QUALIFICATIONS OF CERTIFYING BODY

The Certifying Body must meet the following qualifications:

- 4.1. Accredited for ISO 9001:2015 certification activities by a national or international accreditation agency duly recognized by the Philippine Government such as the Bureau of Philippine Standards (BPS) of the Department of Trade and Industry;

- 4.2. Submit to the MARINA its Company Profile showing that it has been existing for at least five (5) years. Curriculum Vitae, including supporting documents, of the members of the audit team shall also be submitted;
- 4.3. The audit team of the Certifying Body must satisfy the following:
 - a. At least one (1) is a registered auditor in the International Register of Certificated Auditors (IRCA) to conduct audits in the name of the Certification Body;
 - b. At least one (1) member of the audit team should participate in all audits of the three (3) year audit cycle;
 - c. Replacement of an audit team member requires the written approval from the MARINA; and
 - d. Abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011 on Quality Management Systems Requirements.

5. CONFIDENTIALITY AND IMPARTIALITY CLAUSE

- 5.1. Except with prior written consent from the MARINA, the Certification Body shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the Certification Body make public the findings, observations, recommendations in the course of, or as a result of the services.
- 5.2. The Certification Body shall value the importance of impartiality in the certification on the system and shall use all reasonable efforts to manage possible conflict of interest and ensure the objectivity of the certification process.

6. VENUE OF DELIVERY

The QMS Audit for the Certification shall be conducted at the MARINA Central Office and MRO IV – Batangas.

7. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **TWO MILLION PESOS ONLY (P2,000,000.00)** inclusive of all applicable taxes and charges, is available for this undertaking which shall be charged against the MARINA Funds for FY 2024.

8. TERMS OF PAYMENT

8.1. In consideration of the services to be performed by the Certification Body, the MARINA shall make to the former the payments which shall be made in Philippine currency in accordance with following schedule:

ACTIVITY	SCHEDULE OF PAYMENT
A. Conclusion of the Certification Audit	25% of the Contract Price
B. Issuance of the ISO 9001:2015 Certificate	25% of the Contract Price
C. Conclusion of the Surveillance Audit for 2 nd year of certification	25% of the Contract Price
D. Conclusion of the Surveillance Audit for 3 rd year of certification	25% of the Contract Price

8.2. Payment shall be based on the completion of the activities as evidenced by the submission and acceptance of the required deliverables.


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

8.4. The supplier shall provide the bank account wherein payment will be credited. Preferably Landbank Account, otherwise bank charges shall be borne by the supplier.

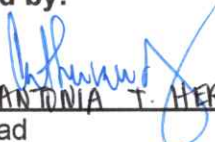
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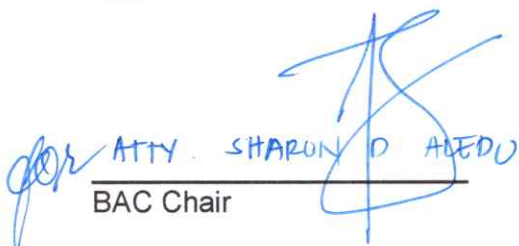

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