

TERMS OF REFERENCE

ENGAGEMENT OF A SERVICE PROVIDER TO CONDUCT TRAINING/SEMINAR FOR THE IMPROVEMENT OF THE INTEGRATED MANAGEMENT SYSTEM (IMS)

I. Background:

The Philippine Guarantee Corporation (PGC) was created by virtue of Executive Order No. 58 s. 2018 which directed the Home Guaranty Corporation (HGC) and Philippine Import-Export Credit Agency (PhilEXIM). To ensure continuously providing efficient and quality services, the PGC adopted the Integrated Management System (IMS) anchored on the ISO 9001:2015 and ISO/IEC 27001:2013 standards covering the housing guarantee processes and support processes as well the information security program of the Information Technology Department.

In order to improve the existing IMS program, the officers and employees of the Corporation who have important roles in the implementation of the IMS program should constantly undergo trainings, seminars and other capacity-building activities which will help them equip with necessary knowledge that will help them in performing the tasks assigned to them for the attainment of the objectives of IMS, and eventually for the maintenance of the issued ISO certification.

II. Approve Budget for the Contract

The Approve Budget for the Contract is One Hundred Fifty Thousand Pesos (Php150,000.00) inclusive of applicable taxes.

III. Specifications of the Engagement

Training Course – Controls Under ISO/IEC 27001:2013

This training course will provide the participants a deeper understanding of the various controls provided in Annex A of the ISO/IEC 27001:2013 standard. The training provider should include, among others, the discussion on the following:

1. Discussion on commonly accepted information security controls
2. Understanding on the rationale on the usages and processes associated with controls
3. Practical implementation of ISO/IEC 27001 controls
4. Guidance on how to implement the controls more effectively

Specifications:

Quantity	Lot	Description
1	Lot	<ul style="list-style-type: none"> • Online training course on Controls under ISO/IEC 27001:2013 • 70 - 80 participants • At least 1 trainer • Copy of training kit for all participants • Certificate of attendance for all who actually completed the course

IV. Terms and Conditions of the Engagement

The training provider shall:

1. Conduct training/seminar shall be conducted online on dates to be identified after the award of the contract;
2. Design and develop the training course outline, which includes topics in the Specifications of this Engagement;
3. Provide training materials to the participants;
4. Ensure availability of online platform to be used;
5. Provide certificate/s to qualified participants;
6. Ensure confidentiality of information shared by the client.

V. CRITERIA FOR SELECTION

The committee shall decide on the best technical specification offer that will be based on the following criteria:

Criteria	Percentage
A. Program Design	
1. Framework/Program	30%
2. Approach & Methodology	30%
B. Cost Proposal	20%
C. Resource Speaker <ul style="list-style-type: none"> • Expertise • List of organization, private corporations/government offices where RS conducted trainings/seminars for QMS and ISMS 	20%

The Training Service Provider shall obtain an average rating of 90%.

VI. Delivery Period

The winning bidder must be able to complete the training within thirty (30) calendar days from the receipt of Notice to Proceed.

A handwritten signature in black ink, appearing to read 'entresoro'.

ESTRELLITA N. TESORO
Vice President, CCSO