



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9915997

Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)

Title ENGAGEMENT OF TRAINING PROVIDER FOR INTERNAL QUALITY AUDIT COURSE (IQA) ON 20-22 JULY 2023 AND LEAD AUDITOR COURSE (LAC) ON 11-15 JULY 2023 UNDER ISO 9001:2015 STANDARDS

Area of Delivery Metro Manila

Solicitation Number:	2023-05-247	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Education and Training Services	Date Published	06/07/2023
Approved Budget for the Contract:	PHP 722,000.00	Last Updated / Time	05/07/2023 21:59 PM
Delivery Period:	8 Day/s	Closing Date / Time	10/07/2023 06:00 AM
Client Agency:			
Contact Person:	ATTY. SHARON L. DE CHAVEZ - ALEDO The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518		



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: **STCW OFFICE** PR No.: 2023-05-247 MAY 15 2023
Division/Section: **Monitoring Division** SAI No.: _____
Date Request: **05 May 2023**

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Engagement of Resource Speaker for the Conduct of Lead Auditor's Course (LAC) and Internal Quality Audit (IQA) Training		P 722,000.00	P 722,000.00
		Resource Speaker – 722,000.00 (Inclusive of Tax)			
					P 722,000.00

WITH SUPPLEMENTAL TO PPMP
FY: 2023

MELANIE T. DALIN

Chief, Administrative Services Center

Requisitioning Officer

Signature:

Printed Name:

SAMUEL L. BATALLA

Designation

OIC- Office of the Executive Director
STCW Office

Purpose: Conduct of Lead Auditor's Course (LAC) and Internal Quality Audit (IQA) Training of STCWO personnel

CERTIFICATION

☒ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE

ATTY. MARIVIC S. RAMOS

Chief, Budget Division, CPA

☒ Approved

☐ Disapproved

PR Approver

Signature:

Printed Name:

Atty. HERNANI N. FABIA

Designation

Administrator

Note: Please indicate specific purpose other than "for official use of the Office."
(e.g. monthly regular supplies, as per APP, special projects, etc.)

SO # 302-23



MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE:	
Name of Company :	
Address :	
Business Permit Number :	
Company TIN Number :	
PhilGEPS Registration Number (required):	
Name of Representative & Designation :	

The **Standards of Training, Certification and Watchkeeping Office (STCWO)** through its Bids and Awards Committee (BAC), intends to **PROCURE FOR THE ENGAGEMENT OF TRAINING PROVIDER FOR INTERNAL QUALITY AUDIT COURSE (IQA) ON 20-22 JULY 2023 AND LEAD AUDITOR COURSE (LAC) ON 11-15 JULY 2023 UNDER ISO 9001:2015 STANDARDS** for CY 2023 in accordance **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Seven Hundred Twenty-Two Thousand Pesos (P722,000.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 10 of JULY 2023** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **2022 Business/Mayor's Permit¹, PhilGEPS Registration Number, Omnibus Sworn Statement² and Latest Income/Business Tax Return³** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at bacsec@marina.gov.ph

SGD.
ATTY. SHARON D. ALEDO
BAC Chairperson

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB No. 09-2020

³Manually filed tax returns or filed through the EFPS

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila

(+632) 8524-6518 | marina.gov.ph | 2021marinabac@gmail.com

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Supplier's must state here either "**Comply**" or **any equivalent term** in the column "Supplier's Statement of Compliance" against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "**0**" if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TRAINOR/FACILITATOR QUALIFICATIONS

PROCUREMENT FOR THE ENGAGEMENT OF TRAINING PROVIDER FOR INTERNAL QUALITY AUDIT COURSE (IQA) ON 20-22 JULY 2023 AND LEAD AUDITOR COURSE (LAC) ON 11-15 JULY 2023 UNDER ISO 9001:2015 STANDARDS

Item	Description	Training Provider's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	<p>Trainor/ Facilitator Qualifications</p> <p><input type="checkbox"/> Shall have a trainor/facilitator with the following qualifications attached in their Curriculum Vitae:</p> <ul style="list-style-type: none"> ● Certificated under ISO 9001:2015 to conduct /deliver the IQA and LAC; ● With at least two (2) similar trainings in any government agency; ● Must not be involved in the ISO 9001:2015 Certification Audit of the MARINA-STCW Office QSS Manual; and ● Must have no pending case against the government of the Philippines. 			

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**The above quoted prices are inclusive of all costs and applicable taxes.*

The delivery schedule expressed as week/months stipulates hereafter a delivery date, which is the date to the project site.

SCHEDULE OF REQUIREMENTS

PROCUREMENT FOR THE ENGAGEMENT OF TRAINING PROVIDER FOR INTERNAL QUALITY AUDIT COURSE (IQA) ON 20-22 JULY 2023 AND LEAD AUDITOR COURSE (LAC) ON 11-15 JULY 2023 UNDER ISO 9001:2015 STANDARDS			
Item	Description	Project Duration	Training Provider's Statement of Compliance
1	Profile of Participants The said training shall be conducted by the provider and the venue provided by the MARINA with the following number of participants including the secretariats: a. IQA - 14 b. LAC – 17 c. Secretariats – 3	Trainings shall be conducted by the provider on 11-15 July 2023 (IQA) and 20-22 July 2023 (LAC)	
	MARINA REQUIREMENTS The provider shall comply and submit the following together with the quotation: 1. DTI Business Registration, CDA Registration or SEC Certificate; 2. Valid PhilGEPS Registration/PhilGEPS Registration Number; 3. Updated Business/Mayor's Permit; 4. Copy of Business/Latest Income Tax Return; 5. Omnibus Sworn Statement in accordance with Sec. 25.3 of the IRR of RA 9164; 5.1 To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship) 5.2 To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership; Corporation, Cooperative, or Joint Venture. 6. Shall have a trainor/ facilitator with the following qualifications: a. Certified under ISO 9001:2015 to conduct/deliver IQA and LAC; b. With at least two (2) similar trainings in any government agency; c. Must not be involved in the ISO 9001:2015 Certification Audit of the MARINA-STCW Office QSS Manual; and d. Must have no pending case against the government of the Philippines.		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT FOR THE ENGAGEMENT OF TRAINING PROVIDER FOR INTERNAL QUALITY AUDIT COURSE (IQA) ON 20-22 JULY 2023 AND LEAD AUDITOR COURSE (LAC) ON 11-15 JULY 2023 UNDER ISO 9001:2015 STANDARDS	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Seven Hundred Twenty-Two Thousand Pesos (P722,000.00)	<div style="margin-bottom: 10px;">In words: _____ _____ _____</div> <div>In figures: _____ _____ _____ _____</div>

Terms of Payment:

1. Send bill arrangement;
2. Full payment within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/statement of account, acceptance of training report by the end-user and submission of certificate of training by the training provider;
3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and
4. The supplier shall provide the Bank Account details where the payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

Payment Details:

<i>Banking Institution</i> :	
<i>Account Number</i> :	
<i>Account Name</i> :	
<i>Branch</i> :	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5. All submissions in response to this RFQ shall be in hard copy only. Soft copies will not be entertained.**
6. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 11. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. Without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation



**TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF TRAINING PROVIDER
FOR INTERNAL QUALITY AUDIT COURSE (IQA) ON 20-22 JULY 2023 AND LEAD
AUDITOR COURSE (LAC) ON 11-15 JULY 2023 UNDER ISO 9001:2015 STANDARDS**

I. BACKGROUND

The Maritime Industry Authority (MARINA) was created on 01 June 1974 as an attached Agency to the Office of the President (OP) with the issuance of Presidential Decree No. 474, otherwise known as the Maritime Industry Decree of 1974, to integrate the development, promotion, and regulation of the maritime industry in the country and the creation of the Ministry (now Department) of Transportation (DOTr) by virtue of Executive Order No. 546, the MARINA was attached to the DOTr for policy and program coordination on 23 July 1979. By virtue of Republic Act No. 10635, the Maritime Industry Authority (MARINA) is established as the "Single Maritime Administration" responsible for the implementation and enforcement of the 1978 International Convention on Standards of Training, Certification, and Watchkeeping for Seafarers, as amended, and International Agreements or Covenants related thereto.

In line with the issuance and implementation of Memorandum Circular No. SC-2021-02 entitled "Revised Rules on the Monitoring of Approved Training Courses (ATCs) conducted by the Maritime Training Institutions (MTIs), and Assessment of Seafarer's Competence carried out by Accredited Assessment Centers (ACs)" and Joint CHED-MARINA Memorandum Circular No. 3 Series 2022 entitled "Revised Guidelines on Joint CHED-MARINA Monitoring of Bachelor of Science In Marine Transportation and Bachelor of Science In Marine Engineering Programs", STCW Office personnel conducting evaluation and monitoring of Maritime Training Institutions (MTIs), Assessment Centers (ACs) and Maritime Higher Education Institutions (MHEIs) are required to have completed trainings for Lead Auditor Course "LAC" and Internal Quality Auditors (IQA). This will enable participants to have an in-depth understanding of the processes and procedures related to such functions.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract for the Internal Quality Audit Course (IQA) and Lead Auditor Course (LAC) shall be **Seven Hundred Twenty-Two Thousand Pesos (Php722,000.00)** inclusive of tax which shall be charged against the MARINA STCW Office funds FY 2023.

III. PROFILE OF PARTICIPANTS

The said training shall be conducted by the provider and the venue provided by the MARINA with the following number of participants including the secretariats:

- a. IQA - 14
- b. LAC - 17
- c. Secretariats - 3

IV. MARINA REQUIREMENTS

The provider shall comply and submit the following together with the quotation:

1. DTI Business Registration, CDA Registration or SEC Certificate;
2. Valid PhilGEPS Registration/PhilGEPS Registration Number;
3. Updated Business/Mayor's Permit;
4. Copy of Business/Latest Income Tax Return;



5. Omnibus Sworn Statement in accordance with Sec. 25.3 of the IRR of RA 9164; and
 - 5.1 To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship)
 - 5.2 To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership; Corporation, Cooperative, or Joint Venture.
6. Shall have a trainor/ facilitator with the following qualifications:
 - a. Certified under ISO 9001:2015 to conduct/deliver IQA and LAC;
 - b. With at least two (2) similar trainings in any government agency;
 - c. Must not be involved in the ISO 9001:2015 Certification Audit of the MARINA-STCW Office QSS Manual; and
 - d. Must have no pending case against the government of the Philippines.

V. TERMS OF PAYMENT

1. Send bill arrangement;
2. Full payment within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/statement of account, acceptance of training report by the end-user and submission of certificate of training by the training provider;
3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and
4. The supplier shall provide the Bank Account details where the payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

Contact Person and Details

MS. LEA M. MANANGHAYA

Senior MIDS, Monitoring Division
STCW Office
stcw_monitoring@marina.gov.ph
09367230232


Prepared by:


MR. HERBERT V. NALUPA
OIC Chief, Monitoring Division

Recommending approval:


SAMUEL L. BATALLA
Executive Director
STCW Office

Reviewed by:


MS. BUENA G. RAMOS
Head, TWG for Small Value
Procurement


Atty. SHARON L. DE CHAVEZ - ALEJO
Chairperson, BAC

LS-00146-2023-JULY-05

Approved by:


Atty. HERNANI N. FABIA
Administrator