



**MARITIME INDUSTRY AUTHORITY  
STCW OFFICE**

**REQUEST FOR EXPRESSION OF INTEREST FOR  
CONSULTANCY SERVICE FOR THE TRANSITION OF THE  
QUALITY STANDARD SYSTEM OF THE MARINA-STCW OFFICE  
FROM ISO 9001:2008 TO ISO 9001:2015 STANDARD**

1. The MARINA – STCW Office, through the General Appropriations Act of 2017<sup>2</sup> intends to apply the sum of Two Million Pesos (₱2,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Consultancy Service for the Transition of the Quality Standard System (QSS) of the MARINA – STCW Office from ISO 9001:2008 to ISO 9001:2015 Standard. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

Description	Total ABC (Vat Inclusive)	Bid Security	Cost/Price of Bid Documents (Cost Payment Only)
Consultancy Services for the Transition of the Quality Standard System of the MARINA-STCW Office from ISO 9001:2008 to ISO 9001:2015	P2,000,000.00	a. 5% of the Total Contract Price Cash or cashier's/manager's check issued by a Universal or Commercial Bank/ Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank); or	P5,000.00

<sup>2</sup> In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

		b. 30% of the Total Contract Price -Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security)	
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2. The MARINA – STCW Office now calls for the submission of eligibility documents for the engagement of the services of a Third Party Provider to assist the STCW Office in reviewing, documenting and preparing its Quality Standard System (QSS) in line with the requirements for the ISO 9001:2015 Certification, and conducting trainings relevant thereto.<sup>3</sup>

The following shall be the responsibilities of the Third Party Provider:

- a. Provide guidance and technical advice to the Quality Management Division of the STCW Office in reviewing, updating and finalizing the QSS to comply with the requirements of ISO 9001:2015.
- b. The Third Party Provider must be ready for consultations during working hours either through personal appearance at the STCW Office (at least twice a month), through phone or through email, with regard to the revision of the QSS Manual to the ISO 9001:2015 standard.
- c. Conduct three (3) batches of ISO 9001:2015 Lead Auditors Course with twenty (20) participants for each batch, with an IRCA-Certificated Lead Auditor as Facilitator/Trainer.
- d. Conduct two (2) batches of ISO 9001:2015 Internal Quality Audit Course with fifteen (15) participants for each batch, with an IRCA-Certificated Lead Auditor as Facilitator/Trainer.
- e. Submit progress report for the consultation services every end of the month throughout the duration of the contract.
- f. Issue Certificates to participants who successfully completed training.
- g. Provide all participants with necessary training materials.
- h. Submit Terminal Report at the end of the contract.

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<sup>3</sup> A brief description of the terms of reference of the Consulting Service should be provided, including outputs/deliverables, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **12:00 noon of September 8, 2017** at MARINA Lounge, 4th Floor Parkview Plaza Building, #984 Taft Avenue corner TM Kalaw Street, Ermita, Manila. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

3. Interested bidders may obtain further information regarding the Bidding Documents from BAC Secretariat and inspect the Bidding Documents at the address given below during 8:00 AM to 5:00 PM.
4. A complete set of Bidding Documents may be acquired by interested Bidders from 8:00 AM to 4:00 PM on September 5-26, 2017 from 8:00 AM to 12:00 NN on September 27, 2017 the address below:

GSD Procurement Section, Administrative Management Service (AMS)  
Room 409, 4th Floor Parkview Plaza  
984 Taft Avenue corner TM Kalaw Avenue  
Ermita, Manila

*and upon payment of non-refundable fee of P5,000.00 for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

For the Preliminary Conference bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of three (3) to seven (7) consultants, with five (5) as the preferable number <sup>4</sup> prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

The Third Party Provider must have the following minimum qualifications:

- a. Must have an IRCA-Certificated Lead Auditor under ISO 9001:2015;
- b. Must have at least five (5) projects delivered relating to establishing, setting up, and documenting a Quality Management System based on ISO 9001:2015 Standard
- c. Must not be affiliated with the current certifying body of the Quality Standard System of the STCW Office; and

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<sup>4</sup> For World Bank financed contract, the short list should be six (6) Consultants.

- d. Must be registered with the Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI), and the Philippine Government Electronic Procurement System (PhilGEPS).

The BAC shall draw up the shortlist of consultants from those who have been determined as eligible in accordance with the following criteria:

CRITERIA	WEIGHT
1. EDUCATIONAL REQUIREMENT	10%
2. PROFESSIONAL EXPERIENCE AND TRAINING	30%
3. SPECIALIZATION	60%

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within four (4) months.
9. The MARINA – STCW Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

ATTY. GERALD S. CO  
Secretariat, Primary Bids and Awards Committee (PBAC)  
3<sup>rd</sup> Floor, Parkview Plaza, 984 Taft Avenue corner TM Kalaw Avenue  
1000 Ermita, Manila  
Tel. No. (02) 521-8045

04 September 2017

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**ATTY. MAXIMO I. BAÑARES, JR.**  
Chairperson, Primary Bids and Awards Committee (PBAC);  
and Director II, Legal Service