



## MARITIME INDUSTRY AUTHORITY

**PROJECT: ENGAGEMENT OF A  
CERTIFYING BODY FOR THE CERTIFICATION OF THE  
MARITIME INDUSTRY AUTHORITY'S QUALITY STANDARD SYSTEM (QSS)**  
Public Bidding No. 2017-03

### SUPPLEMENTAL/BID BULLETIN NO. 1

The MARINA Primary Bids and Awards Committee (PBAC) hereby clarifies the following provisions of the bidding documents relative to the above-mentioned project:

REFERENCE	CLARIFICATION
<b>Terms of Reference</b>	
Page 2 xxx 2. SCOPE OF SERVICES b. Conduct Certification Audit of the QSS in accordance with the mutually agreed Audit Plan;	<i>To clarify query of the bidder if the Certification audit is 1st level-documentary and 2<sup>nd</sup> level to verify implementation or Re-Assessment.</i>  <b>The Certification audit is Re-Assessment.</b>
<b>Terms of Reference</b>	
Page 3 xxx 4. QUALIFICATIONS OF CERTIFYING BODY  The Certifying Body must meet the following qualifications:  2. Must submit a notarized certification that their company has not provided quality management system consulting services on STCW related matters with the MARINA.	<i>To clarify query of the bidder on the notarized certification.</i>  <b>The certification must be notarized and must be issued by the management level of the company, that is CEO or President or Vice President or General Manager.</b>  <b>Likewise, there is a need to issue Secretary's Certificate indicating that the Board authorizes the signing officer.</b>

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REFERENCE	CLARIFICATION
<b>Terms of Reference</b>	
<p>Page 4 xxx 7. APPROVED BUDGET FOR THE CONTRACT</p> <p>The Approved Budget for the Contract (ABC) is TWO MILLION PESOS (Php2,000,000.00) inclusive of taxes and all expenses related to the performance of the Certification audit.</p>	<p><i>To clarify query of bidder if the ABC includes taxes and transportation cost.</i></p> <p><b>The ABC is inclusive of taxes and all expenses.</b></p>
<b>Section II. Instruction to Bidders</b>	
<p>Page 19 xxx 13. Documents Comprising the Bid: Financial Component</p> <p>13.1 Unless otherwise stated in the <u>BDS</u>, the financial component of the bid shall contain the following:</p> <p>(a) Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with ITB Clauses 15.1 and 15.4</p>	<p><i>To clarify the form to be used for price schedules.</i></p> <p><b>Form for the submission of Financial Bid which includes bid prices and the applicable price schedules can be found on page 71 of the bidding documents.</b></p>
<b>Terms of Reference</b>	
<p>Page 1 xxx 2. SCOPE OF SERVICES</p> <p>The following are the Scope of Services of the Certifying Body:</p> <p>1. The Certification under ISO 9001:2015 shall cover the Quality Standard System (QSS) activities of the MARINA-STCW Office (STCWO), under which are:</p> <ol style="list-style-type: none"> <li>12 Divisions;</li> <li>Board of Marine Deck Officers;</li> <li>Board of Marine Engineer Officers;</li> <li>Board of Deck Ratings; and</li> <li>Board of Engine Ratings;</li> </ol>	<p><i>To respond to the query re. confirmation on the Scope of Services.</i></p> <p><b>The Scope of Services are confirmed correct.</b></p>

REFERENCE	CLARIFICATION
<b>Terms of Reference</b>	
<p>Page 4</p> <p>xxx</p> <p>4. QUALIFICATIONS OF CERTIFYING BODY</p> <p>The Certifying Body must meet the following qualifications:</p> <p>4. The audit team of the Certifying Body must satisfy the following:</p> <p>b. At least one (1) auditor has previously served as a management level officer onboard merchant ships;</p>	<p><i>To clarify the query of the bidder if it is necessary that there is at least 1 auditor to have served as management level in a merchant ship.</i></p> <p><b>Due to technical needs of the audit, this requirement is necessary.</b></p> <p><i>To clarify if the head auditor needs this qualification or just a member of the audit team.</i></p> <p><b>A member of the audit team would suffice.</b></p>
<b>Section II. Instruction to Bidders</b>	
<p>Page 17-18</p> <p>12. Documents Comprising the Bid: Eligibility and Technical Components</p> <p>12.1 Unless otherwise indicated in the <b>BDS</b>, the first envelope shall contain the following eligibility and technical documents:</p> <p>(a) Eligibility Documents</p>	<p><i>To clarify the query of the bidder if original copies of eligibility documents are required at the opening of bids.</i></p> <p><b>The eligibility documents to be submitted at the time of the opening of bids can be Certified True Copies (CTC). The original documents will be checked during post qualification.</b></p> <p><b>The CTC of eligibility documents must be issued by the competent government agency/entity.</b></p> <p><b>CTCs of documents issued by company officer shall not be accepted.</b></p>



REFERENCE	CLARIFICATION
<b>Section II. Instruction to Bidders</b>	
<p>19. Format and Signing of Bids</p> <p>19.4 Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.</p>	<p><i>To clarify the query on the signatures on the bid documents or only on the bid form.</i></p> <p><b>Each and every page of BID FORM shall be signed by the duly authorized representative/s of the Bidder.</b></p>
<b>Section II. Instruction to Bidders</b>	
<p>Page 25</p> <p><b>19 Format and Signing of Bids</b></p> <p>19.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the ITB Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.</p>	<p><i>To clarify the query of bidder if the Envelopes for the Financial and Technical components should be separate.</i></p> <p><b>Two (2) separate sealed bid envelopes for the Technical component, including the eligibility requirements and Financial component are to be submitted.</b></p>

Clarifications made herein shall be considered as integral parts of the Bidding Documents.



**ATTY. MAXIMO I. BAÑARES, JR.**  
Chairperson, MARINA PBAC