



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 7788590  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** ENGAGEMENT OF THE SERVICES OF A CERTIFYING BODY FOR THE RE-CERTIFICATION OF THE MARINA-STCW OFFICE QUALITY STANDARD SYSTEM (QSS) TO THE ISO 9001:2015  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2021-04-118	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Selection based on Consultants Qualification	<b>Associated Components</b>	1
<b>Classification:</b>	Consulting Services		
<b>Category:</b>	Consulting Services	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b>	PHP 1,000,000.00		
<b>Delivery Period:</b>	3 Year/s	<b>Document Request List</b>	0
<b>Client Agency:</b>			
<b>Contact Person:</b>	VADM Rene V. Medina AFP (Ret) The BAC Chairperson MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 2021marinabac@gmail.com	<b>Date Published</b>	23/06/2021
		<b>Last Updated / Time</b>	22/06/2021 15:09 PM
		<b>Closing Date / Time</b>	08/07/2021 13:00 PM

#### Description

ENGAGEMENT OF THE SERVICES OF A CERTIFYING BODY FOR THE RE-CERTIFICATION OF THE MARINA-STCW OFFICE QUALITY STANDARD SYSTEM (QSS) TO THE ISO 9001:2015.

Please see attached file.

You may visit our website at [marina.gov.ph](http://marina.gov.ph) (under transparency tab)

**Created by** VADM Rene V. Medina AFP (Ret)

**Date Created** 22/06/2021

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## MARITIME INDUSTRY AUTHORITY

### TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF THE SERVICES OF A CERTIFYING BODY FOR THE RE-CERTIFICATION OF THE MARINA- STCW OFFICE QUALITY STANDARD SYSTEM (QSS) TO THE ISO 9001:2015

#### 1. BACKGROUND

The Philippines, as a party to the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW) for Seafarers, as amended, has the obligation to give full and complete effect to the provision of the said Convention. Pursuant thereto, the Maritime Industry Authority (MARINA), a government agency established by virtue of Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), is mandated by Republic Act 10635 as the single maritime administration responsible for the implementation and enforcement of the STCW Convention.

Pursuant to Regulation I/8 of the STCW Convention, the MARINA-STCW Office (STCWO) established its Quality Standards System (QSS) and was awarded an ISO 9001:2015 in 2019. However, in view of the continuous certification and the expiration of the existing ISO certificate by April 2022, the Maritime Industry Authority (MARINA) intends to procure and engage the services of a certifying body that will conduct a re-certification audit of the STCW Office Quality Standard System to the ISO 9001:2015 before February 2022 as well as subsequently, surveillance audits up to 2024.

#### 2. SCOPE OF SERVICES

2.1 The scope of services shall include the following:

ACTIVITY	TIMELINES	DELIVERABLES
A. Re-Certification Audit of the MARINA-STCW Office	December 2021 to January 2022	<ul style="list-style-type: none"><li>• Preparation and submission of audit plan</li><li>• Conduct of on-site/remote assessment audit</li><li>• Preparation and issuance of an audit report</li></ul>



ACTIVITY	TIMELINES	DELIVERABLES
B. Issuance of ISO 9001:2015 Certificate valid for 3 years	On or before April 2022	<ul style="list-style-type: none"> <li>• Certifying body will issue an ISO 9001:2015 Certificate</li> </ul>
C. Surveillance Audit for 2 <sup>nd</sup> and 3 <sup>rd</sup> year of Certification	2023 and 2024	<ul style="list-style-type: none"> <li>• Preparation and submission of audit plan</li> <li>• Conduct of on-site/remote assessment audit</li> <li>• Preparation and issuance of an audit report</li> </ul>

2.2 Other relevant information pertaining to the agreement:

Audit Scope	Provision of public administration in the implementation of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended (STCW '78)
Audit Site	<p>Maritime Industry Authority (MARINA) – STCW Office</p> <ul style="list-style-type: none"> <li>a. Head Office: 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Floors, MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila;</li> <li>b. Satellite Office #1: 5<sup>th</sup> Floor SM Manila, Conception corner Arroceros and Marcelino Streets, Manila; and</li> <li>c. Satellite Office #2: 2<sup>nd</sup> Floor Parañaque Integrated Terminal Exchange (PITX) #1 Kennedy Road, Tambo, Parañaque City</li> <li>d. MARINA Regional Office No. IV (Batangas) performing STCW Functions</li> <li>e. MARINA Regional Office No. VI (Iloilo) performing STCW Functions</li> <li>f. MARINA Regional Office No. VI Extension Office (Bacolod)</li> </ul>



	g. MARINA Regional Office No. VII (Cebu) performing STCW Functions h. MARINA Regional Office No. XI (Davao) performing STCW Functions
Total no. of personnel (as of 31 May 2021)	306 employees consisting of: a. 142 permanent/regular employees b. 160 Job Orders (JO) c. 4 Contract of Service (COS)

### 3. RESPONSIBILITIES OF THE CERTIFYING BODY

The Certifying Body shall have the following responsibilities:

- 3.1 Prepare and submit an Audit Plan within five (5) working days from the signing of the Contract of Services, subject to concurrence of the MARINA-STCWO;
- 3.2 Conduct of Re-Certification Audit of the QSS in accordance with the mutually agreed Audit Plan;
- 3.3 Issue ISO 9001:2015 Certificate after receipt and approval of corrective actions to the nonconformities noted during the audit, if any.
- 3.4 Conduct Surveillance Audit for the 2<sup>nd</sup> and 3<sup>rd</sup> year of certification;
- 3.1 Provide full report on the operations audited within the content and approved scope of work/deliverables to the MARINA-STCWO within ten (10) working days after each audit unless otherwise agreed by the MARINA-STCWO. 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-STCWO and the fulfillment of the applicable standard.
- 3.2 Provide in their audit activities a procedure for client appeals. If Resolution on good terms for disputes between the MARINA-STCWO and the Certification Body cannot be made, the MARINA-STCWO shall be afforded





the right to lodge appeals about the decisions of the audit team to the management of the Certification Body; and

- 3.3 At all times, shall not be allowed to sub-contract its services to any other person or entities.

#### **4. QUALIFICATIONS OF THE 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 Product Standards (BPS) of the Department of Trade and Industry;
- 4.2. Must submit a notarized certification that their company has not provided quality management system consulting services on STCW related matters with the MARINA;
- 4.3. 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;
- 4.4. 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) auditor has previously served as a management level officer onboard merchant ships;
  - c. At least one (1) member of the audit team should participate in all audits of the three (3) year audit cycle;
  - d. Replacement of an audit team member requires the written approval from the MARINA; and
  - e. Abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011 on Quality Management Systems Requirements.



**5. DOCUMENTS TO BE PROVIDED BY THE CERTIFYING BODY**

- 5.1 Accreditation from a national or international accreditation agency duly recognized by the Philippine Government such as the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry;
  - 5.2 SEC or DTI registration;
  - 5.3 PhilGEPS registration;
  - 5.4 Mayor's / Business Permit;
  - 5.5 Income / Business Tax Return;
  - 5.6 Omnibus Sworn Statement;
  - 5.7 Curriculum Vitae of Auditors to be assigned; and
  - 5.8 Proposal
6. **Proposals shall be evaluated based on Quality-Cost Based Evaluation (QCBE). The criteria and rating system for the selection of the winning certifying body are as follows:**

Evaluation Criteria	Weight
<b>Technical Proposal</b> <ul style="list-style-type: none"><li><b>a. Applicable Experience and Track Record</b><ul style="list-style-type: none"><li>- <b>No. of years of experience (15%)</b><ul style="list-style-type: none"><li>5 years and above: 15%</li><li>3-4 years: 10%</li><li>1-2 years: 5%</li></ul></li><li>- <b>Similar projects completed within the last five (5) years (10%)</b><ul style="list-style-type: none"><li>Above 10 projects: 10%</li><li>5-10 projects: 7%</li><li>Less than 5 projects: 5%</li></ul></li><li>- <b>Similar projects conducted from government institutions within the last five (5) years (10%)</b><ul style="list-style-type: none"><li>5 projects and above: 10%</li><li>3-4 projects: 7%</li><li>1-3 projects: 5%</li></ul></li></ul></li></ul>	<b>35%</b>



<b>b. Qualification of Audit Team</b> <ul style="list-style-type: none"><li>- <b>Audit team members with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body (10%)</b> Above 5 years: 10% Below 5 years: 5%</li><li>- <b>Audit team members with a minimum of three (3) years ISO 9001:2015 auditing experience (10%)</b></li><li>- <b>Audit team members with actual hands-on experience on the Government QMS Process (10%)</b> Above 5 years: 10% Below 5 years: 5%</li><li>- <b>Educational attainment (5%)</b> Doctoral degree: 5% Masters degree: 4% Bachelors degree: 3%</li></ul>	<b>35%</b>
<b>Financial Proposal</b>	<b>30%</b>
<b>Total</b>	<b>100%</b>

**7. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (P1,000,000.00)** inclusive of all applicable taxes and charges, is available for this undertaking which shall be charged against the MARINA-STCWO Funds for CY 2021.

**8. TERMS OF PAYMENT**

7.1. 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 ABC
B. Issuance of the ISO 9001:2015 Certificate	25% of the ABC
C. Conclusion of the Surveillance Audit for 2 <sup>nd</sup> year of certification	25% of the ABC



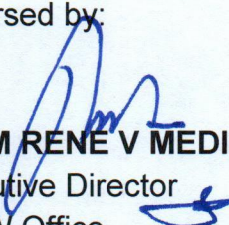
ACTIVITY	SCHEDULE OF PAYMENT
D. Conclusion of the Surveillance Audit for 3 <sup>rd</sup> year of certification	25% of the ABC

- 7.2. Payment shall be based on the completion of the activities as evidenced by the submission and acceptance of the required deliverables.
- 7.3. 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.

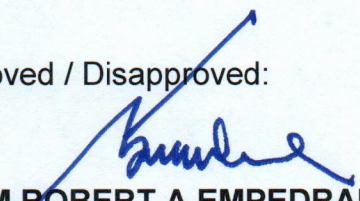
## 9. CONFIDENTIALITY AND IMPARTIALITY CLAUSE

- 8.1. 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.
- 8.2. 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.

Endorsed by:

  
**VADM RENE V MEDINA AFP (Ret)**  
Executive Director  
STCW Office

Approved / Disapproved:

  
**VADM ROBERT A EMPEDRAD AFP (Ret)**  
Administrator



PR 146

INCLUDED IN THE APP FOR FY 21  
MA. ELMIRA P. DAGUIO  
05/18/2021 10:58 AM  
MARINA BAC SECRETARIAT