



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8121542
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF A RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR INTERNAL AUDITOR COURSE UNDER ISO 9001:2015 AND LEAD AUDITOR COURSE UNDER CQI AND IRCA CERTIFIED ISO 9001:2015 (PR328)
Area of Delivery Metro Manila

Solicitation Number:	2021-10-422	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	Services	Bid Supplements	0
Approved Budget for the Contract:	PHP 300,000.00		
Delivery Period:	7 Day/s	Document Request List	0
Client Agency:			
Contact Person:	VADM Rene V. Medina AFP (Ret) 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 2021marinabac@gmail.com	Date Published	27/10/2021
		Last Updated / Time	26/10/2021 09:11 AM
		Closing Date / Time	03/11/2021 13:00 PM

Description

PROCUREMENT OF A RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR INTERNAL AUDITOR COURSE UNDER ISO 9001:2015 AND LEAD AUDITOR COURSE UNDER CQI AND IRCA CERTIFIED ISO 9001:2015 (PR328)

Please see attached file.

You may visit our website at marina.gov.ph (under transparency tab)

Created by VADM Rene V. Medina AFP (Ret)
Date Created 26/10/2021

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Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



REQUEST FOR QUOTATION

The Maritime Industry Authority (MARINA) – Bids and Awards Committee (BAC), will undertake a Small Value Procurement of **RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR INTERNAL AND LEAD AUDITOR COURSE** in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184

Please quote your **best offer** for the item 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 you or your representative **not later than (03 November 2021, 01:00 P.M.)** at the MARINA BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area, Manila Philippines.

A copy of your **2021 Business/Mayor's Permit¹**, **PhilGEPS Registration Number**, **Latest Income Tax Return**, **Company Profile** showing that it has been existing for **at least five (5) years**, **Curriculum Vitae** of the resource speaker including all supporting document as proof that he/she have undertaken similar projects and **Omnibus Sworn Statement²** are required to be submitted along with your quotation/proposal.

Qualifications of the Provider. The provider must meet the following qualifications:

- 1) With notarized certification that their company has not provided quality management system consulting services on Manpower Development Service (MDS) related concerns with Maritime Industry Authority (MARINA); and
- 2) With established experience in delivering ISO related trainings.

For any clarification, you may contact us at cellphone no. (02)8524-6518 or email address at 2021marinabac@gmail.com


ATTY. KORINA MAE V. PIMENTEL
Head, BAC Secretariat

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.

DATE: _____

NAME OF COMPANY:

ADDRESS:

COMPANY ADDRESS:

COMPANY TIN NUMBER:

PHILGEPS REGISTRATION NUMBER:

NAME OF REPRESENTATIVE & DESIGNATION:

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.

Bidder's must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each specification.

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:

RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR INTERNAL AND LEAD AUDITOR COURSE		
CODE		SUPPLIER'S STATEMENT OF COMPLIANCE
SCOPE OF SERVICES/DELIVERABLES		
I	The Provider shall conduct training of Internal Auditor Course under ISO9001:2015 for a total of six (6) participants and five (5) participants for Lead Auditor Course under CQI and IRCA Certified ISO 9001:2015 (PR328) Standards. The provider shall likewise give all necessary training materials to the participants and issue corresponding Training Certificate of Completion upon the completion of the training to each participant.	
UNIT COST		TOTAL COST

**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.

RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR INTERNAL AND LEAD AUDITOR COURSE		
CODE	SPECIFICATION	PROJECT DURATION AND VENUE OF TRAINING
I	SCOPE OF SERVICES/DELIVERABLES The Provider shall conduct training of Internal Auditor Course under ISO9001:2015 for a total of six (6) participants and five (5) participants for Lead Auditor Course under CQI and IRCA Certified ISO 9001:2015 (PR328) Standards. The provider shall likewise give all necessary training materials to the participants and issue corresponding Training Certificate of Completion upon the completion of the training to each participant.	The said trainings shall be conducted by the Provider in two (2 days) and five (5) days between 18-19 November 2021 and 22-26 November 2021 at a venue provided by the provider in limited face-to-face learning session.

Signature over Printed Name

Position/Designation

FINANCIAL OFFER:

Please quote your **best for** the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR INTERNAL AND LEAD AUDITOR COURSE	
Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Thousand Pesos(Php100,000.00) <u>for Internal Auditor Course</u>	In words: _____ _____ _____
Two Hundred Thousand Pesos(Php200,000.00) <u>for Lead Auditor Course</u>	In figures: _____ _____ _____
FOR A TOTAL OF:	
Three Hundred Thousand Pesos. (Php300,000.00)	

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._____
Email Address/es

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. 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.
10. **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 contractor's account.**
11. 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 PROCUREMENT OF A RESOURCE
SPEAKER FOR THE CONDUCT OF TRAINING FOR INTERNAL AUDITOR COURSE
UNDER ISO 9001:2015 AND LEAD AUDITOR COURSE UNDER CQI AND IRCA
CERTIFIED ISO 9001:2015 (PR328)**

I. BACKGROUND AND LEGAL BASIS

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), intends to engage the services of a Provider of Training of Internal Auditor Course under ISO 9001:2015 and Lead Auditor Course under CQI and IRCA Certified ISO 9001:2015 (PR328) Standards to determine compliance to the documents and effectiveness of the system. This training will equip the participants practices, methods and techniques for quality system and provide knowledge and skills required to perform first, second and third-party audits of quality management system. This training will also help the participants to consolidate knowledge and acquire hands-on experience that are instrumental in their capacity as a QMS auditor or quality function personnel in accreditation and monitoring of Domestic Maritime Training Programs offered by Maritime Training Institutions (MTIs).

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the Contract (ABC) of the project is **ONE HUNDRED THOUSAND PESOS ONLY** (P100,000.00) for Internal Auditor Course and **TWO HUNDRED THOUSAND PESOS ONLY** (P200,000.00) for Lead Auditor Course inclusive of all applicable taxes and charges available for this undertaking which shall be charged against MARINA-MDS Funds for CY 2021.

III. SCOPE OF SERVICES/DELIVERABLES

The Provider shall conduct training of Internal Auditor Course under ISO 9001:2015 for a total of six (6) participants and five (5) participants for Lead Auditor Course under CQI and IRCA Certified ISO 9001:2015 (PR328) Standards. The provider shall likewise give all necessary training materials to the participants and issue corresponding Training Certificate of Completion upon the completion of the training to each participant.

IV. PROJECT DURATION AND VENUE OF TRAINING

The said trainings shall be conducted by the Provider in in two (2 days) and five (5) days between 18-19 November 2021 and 22-26 November 2021 at venue provided by the provider in limited face-to-face learning session.

V. QUALIFICATIONS OF THE PROVIDER

The provider must meet the following qualifications:

1. With notarized certification that their company has not provided quality management system consulting services on Manpower Development

- Service (MDS) related concerns with Maritime Industry Authority (MARINA); and
2. With established experience in delivering ISO related trainings.

VI. DOCUMENTARY REQUIREMENTS

The provider shall provide the following:

1. PhilGEPS registration;
2. Mayor's / Business Permit;
3. Income / Business Tax Return;
4. Omnibus Sworn Statement
5. Company Profile showing that it has been existing for at least five (5) years
6. Proposal
7. Curriculum Vitae of the resource speaker including all supporting documents as proof that he/she have undertaken similar projects.

VII. TERMS OF PAYMENT

In consideration of the services of the Provider, the MARINA shall make the payment upon the submission of the training report and certificate of training for each participant in full.

In order to protect the interest of the Philippine Government, the MARINA may refuse payment when there is evident failure by the Provider to comply with the terms and conditions in the delivery of services agreed hereto.

Endorsed by:



SAMUEL L. BATTALA
Officer-In-Charge
Manpower Development Service

Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the

BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]