



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8163819

**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)

**Title** PROCUREMENT OF A RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR THE FOUNDATION COURSE FOR EDUCATIONAL ORGANIZATION MANAGEMENT SYSTEM (EOMS) UNDER THE ISO 2001:2018 STANDARD – 3rd Posting

**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2021-09-363	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods		
<b>Category:</b>	Services	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b>	PHP 180,000.00		
<b>Delivery Period:</b>	3 Day/s	<b>Document Request List</b>	0
<b>Client Agency:</b>			
<b>Contact Person:</b>	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	<b>Date Published</b>	09/11/2021
		<b>Last Updated / Time</b>	08/11/2021 11:00 AM
		<b>Closing Date / Time</b>	12/11/2021 13:00 PM
<b>Description</b>  PROCUREMENT OF A RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR THE FOUNDATION COURSE FOR EDUCATIONAL ORGANIZATION MANAGEMENT SYSTEM (EOMS) UNDER THE ISO 2001:2018 STANDARD – 3rd Posting  Please see attached file.  You may visit our website at <a href="http://marina.gov.ph">marina.gov.ph</a> (under transparency tab)			

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

**Date Created** 08/11/2021

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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 **PROCUREMENT OF A RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR THE FOUNDATION COURSE FOR EDUCATIONAL ORGANIZATION MANAGEMENT SYSTEM (EOMS) UNDER THE ISO 2001:2018 STANDARD – 3<sup>rd</sup> Posting** 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 (12 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 Permit<sup>1</sup>, 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 speaker including supporting documents as proof that he/she have conducted training under ISO 21001 and Omnibus Sworn Statement<sup>2</sup>** are required to be submitted along with your quotation/proposal.

Qualifications of the Provider. **The provider shall have an experience in delivering ISO 21001 trainings.**

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

  
**ATTY. KORINA MAE V. PIMENTEL**  
Head, BAC Secretariat

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<sup>1</sup> 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.

<sup>2</sup> 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:

<b>PROCUREMENT OF A RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR THE FOUNDATION COURSE FOR EDUCATIONAL ORGANIZATION MANAGEMENT SYSTEM (EOMS) UNDER THE ISO 2001:2018 STANDARD – 3<sup>rd</sup> Posting</b>		
<b>CODE</b>		<b>SUPPLIER'S STATEMENT OF COMPLIANCE</b>
<b>SCOPE OF SERVICES/DELIVERABLES</b>		
I	The provider shall conduct one batch of ISO 21001:2018 Foundation Course for a total of twenty (20) trainees. The Provider shall likewise give all necessary training materials to the trainees and issue corresponding Certificate of Training to each trainee.	
<b>UNIT COST</b>		<b>TOTAL COST</b>

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

<b>PROCUREMENT OF A RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR THE FOUNDATION COURSE FOR EDUCATIONAL ORGANIZATION MANAGEMENT SYSTEM (EOMS) UNDER THE ISO 2001:2018 STANDARD – 3<sup>rd</sup> Posting</b>	
	<b>SUPPLIER'S STATEMENT OF COMPLIANCE</b>
<b>TERMS OF PAYMENT</b>	
In consideration of the services of the Provider, the MARINA shall make the payment upon the submission of training report and certificate of training for each participant is 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.	

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

<b>PROCUREMENT OF A RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR THE FOUNDATION COURSE FOR EDUCATIONAL ORGANIZATION MANAGEMENT SYSTEM (EOMS) UNDER THE ISO 2001:2018 STANDARD – 3<sup>rd</sup> Posting</b>		
<b>CODE</b>	<b>SPECIFICATION</b>	<b>PROJECT DURATION AND VENUE OF TRAINING</b>
I	<b>SCOPE OF SERVICES/DELIVERABLES</b> The provider shall conduct one batch of ISO 21001:2018 Foundation Course for a total of twenty (20) trainees. The Provider shall likewise give all necessary training materials to the trainees and issue corresponding Certificate of Training to each trainee.	The said training shall be conducted by the Provider in two (2) to three (3) days between 6-9 December 2021 at a venue provided by the MARINA or virtually in an online platform to be provided by the Provider

\_\_\_\_\_  
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.

<b>PROCUREMENT OF A RESOURCE SPEAKER FOR THE CONDUCT OF TRAINING FOR THE FOUNDATION COURSE FOR EDUCATIONAL ORGANIZATION MANAGEMENT SYSTEM (EOMS) UNDER THE ISO 2001:2018 STANDARD – 3<sup>rd</sup> Posting</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>One Hundred Eighty Thousand Pesos (Php 180,000.00)</b>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

**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 THE FOUNDATION COURSE  
FOR  
EDUCATIONAL ORGANIZATION MANAGEMENT SYSTEM (EOMS) UNDER THE  
ISO 21001:2018 STANDARD**

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**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 Educational Organization Management System (EOMS) under the ISO 21001:2018 Standards in order to enable its personnel to have a concrete foundation and understanding of the standard. This will equip the participants on how to develop the Philippine Quality Standards for Maritime Education and Training (PQMETS) that will prescribe a quality standard to be used by all accredited Maritime Training Institutions (MTIs), recognized Maritime Higher Education Institutions (MHEIs), and accredited Assessment Centers (ACs) for the enhancement of the quality of maritime education, training and assessment of competence in the Philippines.

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

The Approved Budget for the Contract (ABC) of the project is **ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (P180,000.00)** inclusive of all applicable taxes and charges, is available for this undertaking which shall be charged against the MARINA-STCWO Funds for CY 2021.

**III. SCOPE OF SERVICES/DELIVERABLES**

The Provider shall conduct one batch of ISO 21001:2018 Foundation Course for a total of twenty (20) trainees. The Provider shall likewise give all necessary training materials to the trainees and issue corresponding Certificate of Training to each trainee.

**IV. PROJECT DURATION AND VENUE OF TRAINING**

The said training shall be conducted by the Provider in two (2) to three (3) days between 6-9 December 2021 at a venue provided by the MARINA or virtually in an online platform to be provided by the Provider.

**V. QUALIFICATIONS OF THE PROVIDER**

The provider shall have an experience in delivering ISO 21001 trainings.

*nm*



## VI. DOCUMENTS TO BE PROVIDED BY THE PROVIDER

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; and
7. Curriculum Vitae of the speaker including supporting documents as proof that he/she have conducted training under ISO 21001

## VII. TERMS OF PAYMENT

In consideration of the services of the Provider, the MARINA shall make the payment upon the submission of 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:

  
**MS. MARISSA G. ESGUERRA**

Officer-in-Charge, Quality Management Division

Approved / Disapproved:

  
**VADM RENE V MEDINA AFP (Ret)**

Executive Director

STCW Office



**MARITIME INDUSTRY AUTHORITY**



PURCHASE REQUEST			
Office:	STCW OFFICE	PR No. :	2021-09-363
Division/Section:	TWG-PQMET	SAI No. :	03 SEP 2021
Date Request:	1 SEPTEMBER 2021		
		Quantity	Unit Cost
			Total Cost

**Requisitioning Officer**

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

**Purpose:**  
For the conduct of training in the Foundation Course in the ISO 21001:2018 Educational Organization Management System which is needed in the development of PQMET to be held on 11-13 October 2021.

☒ FUNDS AVAILABLE  
☐ NO FUNDS AVAILABLE

**RALPH A. NARVAEZ**  
Chief, Budget Division

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
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PR Approver

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

**Note:** Please indicate specific purpose other than "for official use of the Office."  
(e.g. monthly regular supplies, as per APP. special project, INCLUDED IN THE APP FOR C

INCLUDED IN THE SUPPLEMENTAL  
APP FOR CY 2021

**MARINA BAC SECRETARIAT**



## 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]*