



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10208573
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title ENGAGEMENT OF TRAINING PROVIDER FOR THE CONDUCT OF ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION PLANNING TRAINING FOR THREE (3) BATCHES FOR CY 2023
Area of Delivery Metro Manila

Solicitation Number:	2023-09-451	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Consulting Services		
Approved Budget for the Contract:	PHP 671,000.00	Document Request List	0
Delivery Period:	3 Day/s		
Client Agency:			
Contact Person:	ATTY. SHARON L. DE CHAVEZ - ALEDO 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 bacsec@marina.gov.ph	Date Published	11/10/2023
		Last Updated / Time	10/10/2023 09:58 AM
		Closing Date / Time	16/10/2023 06:00 AM
Description ENGAGEMENT OF TRAINING PROVIDER FOR THE CONDUCT OF ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION PLANNING TRAINING FOR THREE (3) BATCHES FOR CY 2023 Please see attached files or you may visit https://marina.gov.ph/small-value-procurement/ Thank you.			

Created by ATTY. SHARON L. DE CHAVEZ - ALEDO
Date Created 10/10/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Standards of Training, Certification and Watchkeeping Office (STCWO)** through its Bids and Awards Committee (BAC), intends to procure **Engagement of Training Provider for the conduct of Root Cause Analysis and Corrective Action Planning training for three (3) batches** for CY 2023 in accordance **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Six Hundred Seventy-One Thousand Pesos (P671,000.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s 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 your representative **not later than 16 of OCTOBER 2023** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **Business/Mayor's Permit, PhilGEPS Registration, Notarized Omnibus Sworn Statement, Latest Income/Business Tax Return, and proof of trainor / facilitator Qualifications** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at bacsec@marina.gov.ph


ATTY. SHARON D. ALEJO
BAC Chairperson

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila

(+632) 8524-6518 | marina.gov.ph | 2021marinabac@gmail.com

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.

Supplier's must state here either **"Comply" or any equivalent term** in the column "Supplier's Statement of Compliance" against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **"0"** if item being offered is for free.

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:

T R A I N O R / F A C I L I T A T O R Q U A L I F I C A T I O N S

ENGAGEMENT OF TRAINING PROVIDER FOR THE CONDUCT OF ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION PLANNING TRAINING FOR THREE (3) BATCHES

Item	Description	Training Provider's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	Trainer/ Facilitator Qualifications ➤ Shall have a trainer/facilitator with the following qualifications: a. Certified to conduct / deliver of Root Cause Analysis and Corrective Action Planning training; b. With at least two (2) similar trainings in any government agency; c. Must not be involved in the ISO 9001:2015 Certification Audit of the MARINA-STCW Office Quality Management System (QMS); and d. Must have no pending case against the government of the Philippines.			

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

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

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

SCHEDULE OF REQUIREMENTS

ENGAGEMENT OF TRAINING PROVIDER FOR THE CONDUCT OF ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION PLANNING TRAINING FOR THREE (3) BATCHES			
Item	Description	Project Duration	Training Provider's Statement of Compliance
1	Profile of Participants The said training shall be conducted by the provider at the venue provided by the MARINA for a total of sixty-one (61) participants.	Trainings shall be conducted by the provider on 18-20 October 2023	
	MARINA REQUIREMENTS The provider shall comply with the following: <ol style="list-style-type: none"> 1. Copy of PhilGEPS Registration; 2. Mayor's / Business Permit; 3. Copy of Business / Latest Income Tax Return 4. Notarized Omnibus Sworn Statement (accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable); and 5. Shall have a trainor / facilitator with the following qualifications: <ol style="list-style-type: none"> a. Certified to conduct / deliver of Root Cause Analysis and Corrective Action Planning training; b. With at least two (2) similar trainings in any government agency; c. Must not be involved in the ISO 9001:2015 Certification Audit of the MARINA-STCW Office Quality Management System (QMS); and d. Must have no pending case against the government of the Philippines. 	Required to be submitted along with your signed quotation/proposal	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

F I N A N C I A L O F F E R

ENGAGEMENT OF TRAINING PROVIDER FOR THE CONDUCT OF ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION PLANNING TRAINING FOR THREE (3) BATCHES

Approved Budget for the Contract (ABC)	Total Offered Quotation
<p style="text-align: center;">Six Hundred Seventy-One Thousand Pesos (P671,000.00)</p>	In words: _____

	In figures: _____

Terms of Payment:

Activity	Schedule of Payment
1. Submission of Training Report and Certificate of Training for the 1 st Batch	30% of approved contract price
2. Submission of Training Report and Certificate of Training for the 2 nd Batch	30% of approved contract price
3. Submission of Training Report and Certificate of Training for the 3 rd Batch	40% of approved contract price

Payment shall be made thirty (30) days upon the receipt of the Billing Statement and on a Bank-to-Bank basis.

In case of Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, or other Commercial Banks, the applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.

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 OF REFERENCE (TOR)
FOR THE ENGAGEMENT OF TRAINING PROVIDER
FOR THE CONDUCT OF ROOT CAUSE ANALYSIS AND CORRECTIVE
ACTION PLANNING TRAINING FOR THREE (3) BATCHES**

I. INTRODUCTION

Administrative Order No. 161 (2006) and Executive Order No. 605 (2007), which was issued by former President Gloria Macapagal Arroyo, required the institutionalization of a Quality Management System (QMS) in the Government in order to enhance internal systems and processes resulting in efficient and effective delivery of services. This QMS shall be based on the requirements of the ISO 9001 Standard which ensures consistency of products and services through quality processes.

Bureau Veritas conducted its 1st surveillance audit of the MARINA STCW office between 27-31 January 2023 where one of the noted findings is that the implementation of nonconformity and corrective action process is not fully adequate. One of the corrections was to conduct root cause analysis training for STCW personnel in the 2nd semester of 2023.

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 for the conduct of Root Cause Analysis and Corrective Action Planning training for three (3) batches.

II. RATIONALE AND OBJECTIVES

The conduct of the activity is included in the 2023 Plans and Programs under the MARINA-STCW Office. The objective of this activity are as follows:

1. Enhance problem solving effectiveness by providing a model for more deeply analyzing problem situations.
2. Explain the differences between analytical and creative thinking, and when each can be used.
3. Promote the ability to provide problem-solving support in situations where one is not an expert in the process or technology involved.
4. Enhance the range of analysis tools available for problem situations.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract for the conduct of Root Cause Analysis and Corrective Action Planning training for three (3) batches shall be **Six Hundred Seventy-One Thousand Pesos (P671,000.00) inclusive of all applicable taxes**, which shall be charged against the MARINA STCW Office funds for FY 2023.

IV. PROFILE OF PARTICIPANTS

A total of sixty-one (61) participants (1st and 2nd batch: 20 participants | 3rd batch: 21 participants), which includes all designated Focal Person and alternate Focal Person (Special Order No. 187-23) with their respective Regional Director/Division Chiefs and personnel from Service Units within Maritime Industry Authority (MARINA) that are primarily concerned in the forthcoming IMO Member State Audit Scheme (IMSAS) Audit in October 2023.

V. PROJECT DURATION AND VENUE OF TRAINING

The Provider shall conduct three (3) batches of trainings on the following dates at a venue to be provided by the MARINA:

Dates	Participants
Batch 1: October 18, 2023	Twenty (20)
Batch 2: October 19, 2023	Twenty (20)
Batch 2: October 20, 2023	Twenty-one (21)

The Provider shall likewise give all necessary training materials to the trainees and issue corresponding Certificate of Training to each trainee.

VI. MARINA REQUIREMENTS

The provider shall comply with the following:

1. Copy of PhilGEPS Registration;
2. Mayor's / Business Permit;
3. Copy of Business / Latest Income Tax Return
4. Omnibus Sworn Statement; and
5. Shall have a trainor / facilitator with the following qualifications:
 - a. Certified to conduct / deliver of Root Cause Analysis and Corrective Action Planning training;
 - b. With at least two (2) similar trainings in any government agency;
 - c. Must not be involved in the ISO 9001:2015 Certification Audit of the MARINA-STCW Office Quality Management System (QMS); and
 - d. Must have no pending case against the government of the Philippines.

VII. TERMS OF PAYMENT

- a. Send Bill Arrangement;
- b. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account;
- c. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);

- d. The supplier shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier; and
- e. In consideration of the services of the Provider, the MARINA shall make payments in accordance with the following schedule:

Activity	Schedule of Payment
1. Submission of Training Report and Certificate of Training for the 1 st Batch	30% of approved contract price
2. Submission of Training Report and Certificate of Training for the 2 nd Batch	30% of approved contract price
3. Submission of Training Report and Certificate of Training for the 3 rd Batch	40% of approved contract price

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


Prepared by:


MARISSA G. ESGUERRA
 OIC, Quality Management Division
 STCW Office

Recommending Approval:


 for **SAMUEL L. BATALLA**
 Executive Director
 STCW Office

Reviewed by:


 for **Atty. LAURES L. FULGAON**
 Head, TWG for Consultancy


Atty. SHARON D. ALEDO
 Chairperson, BAC

Approved by:


Atty. HERNANI N. FABIA
 Administrator

Note: Please indicate specific purpose other than "for official use of the Office."
(e.g. monthly regular supplies, as per APP. special projects, etc.)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]