

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The Management Information Systems Service (MISS) through its Bids and Awards Committee (BAC), intends to procure **Services of Training Provider/Subject Matter Experts for the Conduct of Workshop/Writeshop on Compliance with Data Privacy Act 2012 on 04-07 December 2023** 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 **Three Hundred Ninety-Two Thousand Pesos (P392,000.00)** inclusive of value added tax. 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 23rd of NOVEMBER 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, 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:

SERVICES OF TRAINING PROVIDER/SUBJECT MATTER EXPERTS FOR THE CONDUCT OF WORKSHOP/WRITESHOP ON COMPLIANCE WITH DATA PRIVACY ACT 2012 ON 04-07 DECEMBER 2023				
Item	Trainer Qualification/Deliverables	Training Provider's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	CONDUCT OF WORKSHOP/WRITESHOP ON COMPLIANCE WITH DATA PRIVACY ACT 2012 ON 04-07 DECEMBER 2023 FOR TWENTY-FIVE (25) PARTICIPANTS Qualifications of the Training Provider <ol style="list-style-type: none">1. Accredited service provider of the National Privacy Commission;2. At least three (3) years of experience in conducting related seminar or workshop;3. Conducted at least three (3) years similar trainings in any government offices.			
	The training provider/subject matter expert must deliver a four(4)-day activity that aims to accomplish the following: <ol style="list-style-type: none">1. Capacitate the MARINA Data Privacy Technical Working Groups (TWG), CO Service Units and Regional Offices, in conducting a Privacy Impact Assessment;2. Assist the TWG in crafting the internal safety policies and security measures for MARINA;3. Assist the TWG in establishing the Breach Control Procedures of MARINA; and4. Assist the TWG in crafting the MARINA Privacy Management Program/Manual.			

	<p>The training provider/subject matter expert must also provide the following topics:</p> <ol style="list-style-type: none"> 1. Registration of Data Processing Systems (DPS) 2. Submission of Annual Security Incident Report 3. Conduct of Annual Breach Drill 4. Privacy Notice 5. Consent from Data Subject 6. Data Sharing Agreement (DSA) 7. Outsourcing Agreement / Sub-contracting Agreement 8. Notification to NPC within 72 hours (in case of a breach) 9. ISO Standards 			
	<p>The training provider/subject matter expert shall issue a Certificate of Training to all participants (25) who have successfully completed the requirement of the Course Program.</p>			

**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

SERVICES OF TRAINING PROVIDER/SUBJECT MATTER EXPERTS FOR THE CONDUCT OF WORKSHOP/WRITESHOP ON COMPLIANCE WITH DATA PRIVACY ACT 2012 ON 04-07 DECEMBER 2023			
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 Twenty-Five (25) participants.	Trainings shall be conducted by the provider on 04-07 December 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. Notarized Omnibus Sworn Statement (accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable) 4. Proof of Trainor / Facilitator Qualifications 	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

FINANCIAL OFFER

**SERVICES OF TRAINING PROVIDER/SUBJECT MATTER EXPERTS FOR THE CONDUCT OF
WORKSHOP/WRITESHOP ON COMPLIANCE WITH DATA PRIVACY ACT 2012 ON 04-07
DECEMBER 2023**

Approved Budget for the Contract (ABC)	Total Offered Quotation
Three Hundred Ninety-Two Thousand Pesos (P392,000.00)	In words: _____ _____ _____ In figures: _____ _____ _____ _____

Terms of Payment:

Payment shall be made within fifteen to thirty (15-30) calendar 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 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. **All submissions in response to this RFQ shall be in hard copy only. Soft copies will not be entertained.**
6. 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.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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.
11. **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 supplier's account.**
12. 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



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

**TERMS OF REFERENCE (TOR)
FOR THE PROCUREMENT OF SERVICES OF TRAINING
PROVIDERS/SUBJECT MATTER EXPERTS FOR THE CONDUCT OF
WORKSHOP/WRITESHOP ON COMPLIANCE WITH
DATA PRIVACY ACT 2012**

I. BACKGROUND

The Maritime Industry Authority (MARINA) is a National Government Agency, established pursuant to Presidential Decree No. 474 on 01 June 1974 to integrate the development, promotion, supervision and regulation of the maritime industry in the country. It was attached to the Department of Transportation (DOTr) by virtue of Executive Order No. 546 on 23 July 1979.

The Management Information Systems Service (MISS) is a service unit in MARINA, mandated to act as the central maritime data generation and information technology with respect to the development, implementation and monitoring of application systems, provides data information on maritime industry-related matters as may be required by private sectors, public foreign administrations and other entities, among others. Moreover, the MISS was tasked to perform functions related to the implementation of data privacy, in compliance to the Data Privacy Act of 2012.

II. BUDGET FOR THE ACTIVITY

The proposed budget for procurement of services of Training Provider/Subject Matter Expert for the conduct of above activities will amount to **three hundred ninety two thousand pesos (P392,000.00) inclusive of value added tax** and chargeable against MISS funds.

III. SCOPE OF SERVICES AND DELIVERABLES

The training provider/subject matter expert must deliver a four(4)-day activity that aims to accomplish the following:

1. Capacitate the MARINA Data Privacy Technical Working Groups (TWG), CO Service Units and Regional Offices, in conducting a Privacy Impact Assessment;
2. Assist the TWG in crafting the internal safety policies and security measures for MARINA;
3. Assist the TWG in establishing the Breach Control Procedures of MARINA; and
4. Assist the TWG in crafting the MARINA Privacy Management Program/Manual.

The training provider/subject matter expert must also provide the following topics:

1. Registration of Data Processing Systems (DPS)
2. Submission of Annual Security Incident Report
3. Conduct of Annual Breach Drill
4. Privacy Notice
5. Consent from Data Subject
6. Data Sharing Agreement (DSA)



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DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

7. Outsourcing Agreement / Sub-contracting Agreement
8. Notification to NPC within 72 hours (in case of a breach)
9. ISO Standards

The training provider/subject matter expert shall issue a Certificate of Training to all participants who have successfully completed the requirement of the Course Program.

The activity shall be attended by twenty-five (25) MARINA Personnel/Technical Working Group members of the MARINA Data Privacy Committee, as representatives of the Central Office Service Units and MARINA Regional Offices.

IV. PROJECT DURATION AND VENUE OF TRAINING

The MISS will conduct a lecture and Workshops/Writeshop in compliance to the Data Privacy Act of 2012 that is scheduled on 04-07 December 2023 at a suitable venue in Manila.

V. QUALIFICATIONS OF THE TRAINING PROVIDER

(Documents to support qualification must be submitted together with the quotation)

1. Must be an accredited service provider of the National Privacy Commission.
2. Must have at least three (3) years of experience in conducting related seminar workshop.
3. Must have conducted at least three (3) similar trainings in any government office.

VI. DOCUMENTARY REQUIREMENTS

1. Mayor's/Business Permit
2. Philgeps Reg. Number
3. Omnibus Sworn Statement

Also attach whichever is applicable

- a. Duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship)
- b. Proof of authorization: duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint Venture.

VII. TERMS OF PAYMENT:

1. Send bill arrangement;
2. Full payment within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/statement of account, acceptance of training report by the end user and submission of certificate of training by the training provider;
3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and



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4. The supplier shall provide the Bank Account details where the payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

OFFICIAL CONTACT FOR EXPRESSION OF INTEREST

Interested persons and entities are invited to submit their letter of intent to:

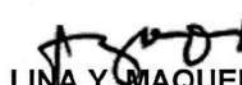
BUENA G. RAMOS

Division Chief
Information and Publication Division
Management Information Systems Service
9th Floor, MISS Office, MARINA Building
20th Street corner Bonifacio Drive
South Harbor, Port Area Manila
Email address: miss@marina.gov.ph
Contact number: (02) 85360665 / 87082870


Prepared by:


RAMIL P. RICO
Information Officer I
MISS

Recommending Approval:

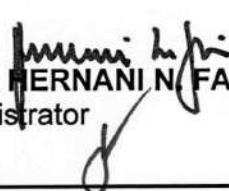

LINA Y. MAQUERA
Officer-in-Charge
MISS

Reviewed by:


MA. CIRILA ANTONIA T. HERNANDEZ
Head
TWG - Consultancy


ATTY. SHARON L. DE CHAVEZ – ALEDO
Chairperson, BAC

APPROVED / DISAPPROVED:

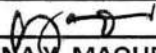

ATTY. HERNANI N. FABIA
Administrator



Republic of the Philippines
Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST


Office:		MISS		PR No.: 2023-10-484	
Division/Section:		SAI No.: OCT 23 2023			
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1		Payment for Resource Speaker to act as Subject Matter Expert (SME)			392,000.00
2					
3					
					392,000.00

Signature: 
 Printed Name: **LINA V. MAQUERA**
 Designation: **OIC-Director MISS**
 Purpose: Expenses for Resource Speaker to act as Subject Matter Expert on the conduct of Writeshop/Workshop on Privacy Impact Assessment, Privacy Management and Breach Control Procedures and Privacy Manual in Compliance with the Data Privacy Act of 2012 dated 04-07 December 2023



FUNDS AVAILABLE
NO FUNDS AVAILABLE

CERTIFICATION

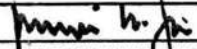

ATTY. MARVIC RAMOS

Budget

9

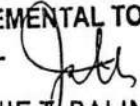
Approved

Disapproved

Signature: 
 Printed Name: **Atty. HERNANI N. FABIA**
 Designation: **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.)

OCT 27 2023

WITH SUPPLEMENTAL TO PPMP
 FY: 2023

MELLANIE T. BALIN
 Chief, Administrative Services Center

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]