



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

Date: _____

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The Maritime Industry Authority (MARINA), through its Bids and Awards Committee (BAC), intends to procure the **ENGAGEMENT OF TRAINING PROVIDER FOR LEAD AUDITOR COURSE (LAC) ON 19-20, 22-23 & 27 AUGUST 2024 UNDER ISO 9001:2015 STANDARDS** in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 06 of August 2024, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. MARIA ROWENA B. HUBILLA

BAC Chairperson

MARINA BAC Office, 10th Floor MARINA Building,
Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

Telephone No.: **+632) 8524-6518**

Email: bacsec@marina.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the signed quotation/proposal on or before the above specified deadline of submission of quotation:

- a. Valid PhilGEPS Registration/ PhilGEPS Registration Number; and,
- b. Updated Business/ Mayor's Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB – Prescribed forms), Income/Business Tax Return (for ABC's above Php500k)** within a non-extendible period of five (5) calendar days from the receipt of the notice of Single/Lowest Calculated Quotation

BIDS AND AWARDS COMMITTEE

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

(+632) 8524-6518 | marina.gov.ph | bacsec@marina.gov.ph

RFQ - PROCUREMENT FOR THE ENGAGEMENT OF TRAINING PROVIDER FOR LEAD AUDITOR COURSE (LAC) ON 19-20, 22-23 & 27 AUGUST 2024
UNDER ISO 9001:2015 STANDARDS

The Head of the Procuring Entity (HoPE) of the MARINA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at (+632) 8524-6518 or email address at bacsec@marina.gov.ph.

By the Authority of the Bids and Awards Committee:


Atty. MARIVIC S. RAMOS

Head, Bids and Awards Committee Secretariat

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at bacsec@marina.gov.ph.

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the MARINA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant. 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.**
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 may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its updated 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project/s shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

DESCRIPTION	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
ONE (1) LOT: TRAINING PROVIDER FOR LEAD AUDITOR COURSE (LAC) ON 19-20, 22-23 & 27 AUGUST 2024 UNDER ISO 9001:2015 STANDARDS The MARINA intends to procure Lead Auditor Course (LAC) training for twenty-four (24) participants			
1. The Subject Matter Expert (SME) / Trainor shall have the following qualifications: a. Certified under ISO 9001:2015 to conduct/ deliver Internal Quality audit (IQA) and LAC; b. With at least two (2) similar trainings conducted in any government agency; c. Must not be involved in the ISO 9001:2015 Certification Audit of the MARINA STCW Offices QSS Manual; and d. Must have no pending case against the government of the Philippines.	Statement of Compliance ("Comply" or "Not Comply")		
	Statement of Compliance ("Comply" or "Not Comply")		
2. The training provider is responsible for providing the training venue.			

FINANCIAL OFFER

Terms of Payment:

- The supplier shall provide the bank account wherein payment will be credited. Preferably Landbank Account, otherwise bank charges shall be borne by the supplier;
- Send bill arrangement; and
- Full payment within fifteen to thirty (15 – 30) working days upon receipt of billing, acceptance of training by the end-user and submission of certificate of all participants.

Payment Details:

Banking Institution :	
Account Number :	
Account Name (should be the exact account name as registered in the bank):	
Bank Branch :	

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.

PROCUREMENT FOR THE ENGAGEMENT OF TRAINING PROVIDER FOR LEAD AUDITOR COURSE (LAC) ON 19-20, 22-23 & 27 AUGUST 2024 UNDER ISO 9001:2015 STANDARDS	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Nine Hundred Sixty-Thousand Pesos (PHP960,000.00)	In words: _____

	In figures: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

**TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF TRAINING
PROVIDER FOR LEAD AUDITOR COURSE (LAC)
ON 19-20,22-23 & 27 AUGUST 2024
UNDER ISO 9001:2015 STANDARDS**

1. BACKGROUND

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), is responsible for integrating the development, promotion, and regulation of the maritime industry in the country. The MARINA aims to expand its ISO 9001:2015 certification to MARINA Central Office and all MARINA Regional Offices. The ISO 9001:2015 certification is compliance with Administrative Order No. 161, "Institutionalizing Quality Management System in Government" and as amended by Executive Order No. 605, all departments and agencies in the Executive branch are required to institutionalize Quality Management System.

The MARINA intends to procure Lead Auditor Course (LAC) training for twenty-four (24) participants.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **Nine Hundred Sixty Thousand Pesos (P960,000.00)** inclusive of all applicable taxes and charges, is available for this undertaking which shall be charged against the MARINA Funds for FY 2024.

3. MARINA Requirements

3.1 The Subject Matter Expert (SME)/ Trainer shall have the following qualifications:

- a. Certified under ISO 9001:2015 to conduct/ deliver IQA and LAC;
- 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 Offices QSS Manual; and
- d. Must have no pending case against the government of the Philippines.

3.2 The provider shall comply and submit the following together with the quotation:

- a. Valid PhilGEPS Registration/ PhilGEPS Registration Number;
- b. Updated Business/ Mayor's Permit;
- c. Business Latest Income Tax Return.

3.3 The training provider is responsible for providing the training venue.

4. TERMS OF PAYMENT

- a. The supplier shall provide the bank account wherein payment will be credited. Preferably Landbank Account, otherwise bank charges shall be borne by the supplier;
- b. Send bill arrangement; and
- c. Full payment within fifteen to thirty (15-30) working days upon receipt of billing, acceptance of training by the end-user and submission of certificate of all participants.

Contact Person and Details

Kris Ann G. Ponce

Administrative Officer V, MD-MFAS

managementdivision.mfas.marina@gmail.com

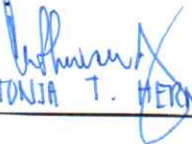
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Prepared by:


RALPH A. NARVAEZ

Chief, Management Division-MFAS

Reviewed by:


CIRILA ANTONIA T. HERNANDEZ
TWG Head

Approved by:


CHERYL V. PASCUA
Director II, MFAS

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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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]