



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 **ENGAGEMENT OF TRAINING PROVIDER FOR ISO 21001:2018 EDUCATION ORGANIZATIONS MANAGEMENT SYSTEM (EOMS) TRAINING FOR ACCREDITATION DIVISION EVALUATORS OF MARINA** 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. The Approved Budget for the Contract (ABC) is **Two Hundred Eighty Thousand Pesos (Php 280,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 12 NN of 24 September 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 quotation on or before the above specified deadline of submission of quotation:

- a. Valid Mayor's/Business Permit
- b. Curriculum Vitae of consultant
- c. Valid PhilGEPS Registration

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.

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)
<p>ONE (1) LOT: CONSULTANCY SERVICES TO PROVIDE THE FOLLOWING SERVICES:</p> <ol style="list-style-type: none"> 1. Prepare and submit the training design for approval of the Accreditation Division; 2. Coordinate with the Accreditation Division's Project Team to smoothly facilitate the implementation of the activities and deliverables under the agreement; 3. Submit all results of the workshops, reports, and other significant outputs to the Accreditation Division within fifteen (15) days from the completion of the training program; 4. Conduct the training with the following objectives: <ol style="list-style-type: none"> a. Explain the principles and requirements of ISO 21001:2018; b. Develop practical auditing skills with a focus on the following areas: <ol style="list-style-type: none"> i.Planning and conducting audits; ii.Reporting on audits; iii.Identifying non-conformities; iv.Assessing corrective actions; c. Enhance the ability to evaluate the effectiveness of an EOMS in achieving educational objectives in terms of: <ol style="list-style-type: none"> i.Educational Organization's Objectives and Goals; ii.Management and Leadership; iii.Planning and Evaluation; iv.Support and Resources (including infrastructure and technology); v.Learning and Teaching Processes; vi.Learner Support and Services; vii.Continuous Improvement and Innovation; 			

<p>d. Develop proficiency in providing constructive feedback to educational organizations to foster continuous improvement;</p> <p>e. Emphasize ethical and professional conduct in the evaluation process;</p> <p>f. Design data collection tools for the ongoing assessment and enhancement of EOMS.</p> <p>5. Perform such other functions and duties as may be necessary or incidental to its functions or which the Accreditation Division may request to undertake in relation to the implementation of the training activities.</p>			
1. <u>SCOPE OF THE SERVICES</u>	Statement of Compliance ("Comply" or "Not Comply")		
The Provider shall conduct a comprehensive training for twenty-five (25) participants on 07 – 11 October 2024 on the principles, knowledge, and skills required for the evaluation of educational organizations' management systems (EOMS) in alignment with ISO 21001:2018 standards.			
2. <u>QUALIFICATIONS/ ELIGIBILITY</u>	Statement of Compliance ("Comply" or "Not Comply")		
1. Experience in delivering ISO 21001:2018 trainings;			
2. Company Profile showing that it has been existing for at least five (5) years; and			
3. Curriculum Vitae of the speaker including supporting documents as proof that he/she has conducted ISO 21001:2018 trainings.			
3. <u>RESPONSIBILITIES OF THE SERVICE PROVIDER</u>	Statement of Compliance ("Comply" or "Not Comply")		
1. The winning provider shall submit an implementation plan or course outline subject to the concurrence of the end user			
2. Ensure the preparation of all necessary lecture materials, handouts and workshop tools needed for the training sessions			

3. Facilitate the delivery of lectures and workshops as outlined in the program's timetable, ensuring that all learning outcomes are met	
4. Submit the curriculum vitae of all resource speaker/s and facilitators involved in the training program	
4. <u>CONFIDENTIALITY</u>	Statement of Compliance ("Comply" or "Not Comply")
Uphold strict confidentiality of all information that will arise on all materials/information discussed during the course of the training program and adhere to the rules under the Data Privacy Act of 2012 (RA 10173).	
5. <u>TERMS OF PAYMENT</u>	Statement of Compliance ("Comply" or "Not Comply")
1. Payment shall be made upon the completion/ delivery of the training course;	
2. Send Bill Arrangement;	
3. Within thirty (30) calendar days upon billing of Invoice/Statement of Account and submission of Training Report;	
4. Payment shall be made through list of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and	
5. The provider shall provide the bank account wherein payment will be credited, preferably Landbank account otherwise, bank charges shall be borne by the provider.	

FINANCIAL OFFER

Terms of Payment:

Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report by the MARINA;

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.

ENGAGEMENT OF TRAINING PROVIDER FOR ISO 21001:2018 EDUCATION ORGANIZATIONS MANAGEMENT SYSTEM (EOMS) TRAINING FOR ACCREDITATION DIVISION EVALUATORS OF MARINA

Approved Budget for the Contract (ABC)

Total Offered Quotation

**Two Hundred Eighty Thousand Pesos
only
(Php 280,000.00)**

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
ISO 21001:2018 EDUCATION ORGANIZATIONS MANAGEMENT SYSTEM
(EOMS) TRAINING FOR ACCREDITATION DIVISION EVALUATORS OF
MARINA**

I. BACKGROUND

Regulation I/6 of the STCW Convention, 1978, as amended, provides that each Party shall ensure that training and assessment of seafarers are administered, supervised and monitored in accordance with the provisions of Section A-I/6 of the STCW Code and that those responsible for training and assessment of competence of seafarers are appropriately qualified for the type and level of training or assessment involved. In line with this and pursuant to Republic Act 10635 and its Implementing Rules and Regulations, the MARINA is responsible for the approval, monitoring and surveillance of programs offered by Maritime Education and Training Institutions (METIs).

The Accreditation Division is dedicated to ensuring the highest standards of quality and effectiveness in educational organizations. To support this commitment, a comprehensive training program for evaluators, focusing on the ISO 21001:2018 standards, also known as the Educational Organizations Management Systems (EOMS), is being introduced. This training program aims to equip evaluators with the essential knowledge, skills, and competencies required to accurately and effectively assess compliance with ISO 21001 standards.

ISO 21001:2018 provides a framework for educational organizations to enhance their management systems, ensuring they deliver quality education and meet the needs of learners and other stakeholders. Evaluators play a crucial role in verifying that these organizations are implementing and maintaining management systems that align with ISO 21001 requirements.

The training program will cover various aspects of ISO 21001, including understanding its principles, requirements, and the auditing process. It will emphasize the importance of a systematic approach to evaluation, the application of best practices in auditing, and the development of constructive feedback mechanisms to drive continuous improvement in educational organizations.

Participants in this training will benefit from a blend of theoretical knowledge and practical application, including case studies, interactive sessions, and hands-on exercises. By the end of the program, evaluators will be well-prepared to conduct thorough and effective assessments, contributing to the overall quality and credibility of the accreditation process.

Golden Voyage Towards Green and Digital Maritime Future

MARINA Building
20th Street corner Bonifacio Drive
Port Area (South), Manila,
Philippines 1018



Tel. Nos.: (632) 8523-9078
Email: oadm@marina.gov.ph
Website: <https://marina.gov.ph>

This initiative underscores the Accreditation Division's dedication to fostering excellence in education through rigorous and consistent evaluation practices. Active participation in this training program is anticipated to bring valuable contributions to the ongoing efforts to uphold high educational standards.

II. OBJECTIVES

To equip evaluators with comprehensive knowledge and practical skills required to assess and ensure compliance with ISO 21001:2018 standards, thereby enhancing their ability to effectively evaluate educational organizations' management systems. The training will focus on understanding the requirements of ISO 21001:2018, developing proficiency in auditing techniques, and fostering an ability to provide constructive feedback for continuous improvement

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) of **Two Hundred Eighty Thousand Pesos (P280,000.00) inclusive of VAT and all applicable taxes and charges**, is available for this undertaking which will be charged against the MARINA-STCW Office Funds for FY 2024.

IV. SCOPE OF THE SERVICES

The Provider shall conduct a comprehensive training for twenty-five (25) participants on 07-11 October 2024 on the principles, knowledge, and skills required for the evaluation of educational organizations' management systems (EOMS) in alignment with ISO 21001:2018 standards.

V. TIMETABLE AND DELIVERABLES

In the delivery of this project, the Provider shall undertake the following:

1. Prepare and submit the training design for approval of the Accreditation Division;
2. Coordinate with the Accreditation Division's Project Team to smoothly facilitate the implementation of the activities and deliverables under the agreement;
3. Submit all results of the workshops, reports, and other significant outputs to the Accreditation Division within fifteen (15) days from the completion of the training program;
4. Conduct the training with the following objectives:
 - a. Explain the principles and requirements of ISO 21001:2018;

- b. Develop practical auditing skills with a focus on the following areas:
 - i. Planning and conducting audits;
 - ii. Reporting on audits;
 - iii. Identifying non-conformities;
 - iv. Assessing corrective actions;
 - c. Enhance the ability to evaluate the effectiveness of an EOMS in achieving educational objectives in terms of:
 - i. Educational Organization's Objectives and Goals;
 - ii. Management and Leadership;
 - iii. Planning and Evaluation;
 - iv. Support and Resources (including infrastructure and technology);
 - v. Learning and Teaching Processes;
 - vi. Learner Support and Services;
 - vii. Continuous Improvement and Innovation;
 - d. Develop proficiency in providing constructive feedback to educational organizations to foster continuous improvement;
 - e. Emphasize ethical and professional conduct in the evaluation process;
 - f. Design data collection tools for the ongoing assessment and enhancement of EOMS.
5. Perform such other functions and duties as may be necessary or incidental to its functions or which the Accreditation Division may request to undertake in relation to the implementation of the training activities.

VI. QUALIFICATIONS/ ELIGIBILITY

The provider shall have the following:

1. Experience in delivering ISO 21001:2018 trainings;
2. Company Profile showing that it has been existing for at least five (5) years; and
3. Curriculum Vitae of the speaker including supporting documents as proof that he/she has conducted ISO 21001:2018 trainings.

VII. RESPONSIBILITIES OF THE CONTRACTING PARTIES

A. SERVICE PROVIDER

1. The winning provider shall submit an implementation plan or course outline subject to the concurrence of the end user
2. Ensure the preparation of all necessary lecture materials, handouts and workshop tools needed for the training sessions
3. Facilitate the delivery of lectures and workshops as outlined in the program's timetable, ensuring that all learning outcomes are met

4. Submit the curriculum vitae of all resource speaker/s and facilitators involved in the training program

B. MARITIME INDUSTRY AUTHORITY (MARINA)

1. Provide staff which shall serve as the focal person
2. Provide the final list of participants
3. Coordinate with participants on the schedule and output requirements
4. Provide logistical requirements and venue of the training

VIII. CONFIDENTIALITY

Uphold strict confidentiality of all information that will arise on all materials/information discussed during the course of the training program and adhere to the rules under the Data Privacy Act of 2012 (RA 10173).

IX. TERMS OF PAYMENT

1. Payment shall be made upon the completion/ delivery of the training course;
2. Send Bill Arrangement;
3. Within thirty (30) calendar days upon billing of Invoice/Statement of Account and submission of Training Report;
4. Payment shall be made through list of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and
5. The provider shall provide the bank account wherein payment will be credited, preferably Landbank account otherwise, bank charges shall be borne by the provider.

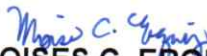
X. OFFICIAL CONTACT PERSON

MS. MA. NERHIZZA G. OBERA

Accreditation Division, STCW Office

09760367943

Prepared by:


MOISES C. ERQUIZA

Chief, Accreditation Division
STCW Office

Approved/Disapproved by:


SAMUEL L. BATALLA

Executive Director
STCW Office