



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 THE SERVICES OF A CERTIFYING BODY FOR THE RE-CERTIFICATION OF THE MARINA-STCW OFFICE QUALITY STANDARD SYSTEM (QSS) TO THE ISO 9001:2015 (2ND POSTING)** 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 **One Million Pesos (Php1,000,000.00)** inclusive of all applicable taxes and charges.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **9:00 AM on 25 March 2025**, 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 providers shall also submit a copy of the following documents along with the signed quotation/proposal on or before the above-specified deadline for submission of quotation:

- a. Mayor's Permit/Business Permit
- b. Professional License/Curriculum Vitae of consultants and;
- c. PhilGEPS Registration Number/Certificate

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

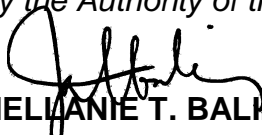
A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila

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

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:



MELANIE T. BALIN

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") |
|--|---|---|
| THE ENGAGEMENT OF THE SERVICES OF A CERTIFYING BODY FOR THE RE-CERTIFICATION OF THE MARINA-STCW OFFICE QUALITY STANDARD SYSTEM (QSS) TO THE ISO 9001:2015 | | |
| SCOPE OF THE SERVICES | | |
| The following are the Scope of Services of the Certifying Body: | | |
| Audit Scope | Provision of public administration in the implementation of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended (STCW '78) | |
| Audit Site | Maritime Industry Authority (MARINA) – STCW Office <ul style="list-style-type: none"> a. Head Office: 3rd, 4th, 5th, 6th and 9th Floors, MARINA Building 20th Street corner Bonifacio Drive, 1018 Port Area (South), Manila; b. Satellite Office: Unit 3201 to 3210, Trium Square Building 2183 Sen. Gil J. Puyat Avenue, Pasay City, 1300 Metro Manila c. MARINA Regional Office No. IV (Batangas) performing STCW Functions: Hinch Building II, Apacible St., Brgy. 10, Batangas City; d. MARINA Regional Office No. VI (Iloilo) performing STCW Functions: MARINA VI Building, De La Rama St., Muelle Loney, Iloilo City; e. MARINA Regional Office No. VI Bacolod Extension Office (Bacolod) performing STCW Functions: MRO VI Bldg., Panaad Park, Brgy. Mansilingan, Bacolod City, Negros Occidental; f. MARINA Regional Office No. VII (Cebu) performing STCW Functions: Doña Modesta Gaisano Street, Sudlon, Lahug, Cebu; g. MARINA Regional Office No. IX (Zamboanga) performing STCW Functions: 2nd and 3rd Floor SPCMPC Building, Ruste Drive San Jose Rd., Zamboanga City; h. MARINA Regional Office No. XI (Davao) performing STCW Functions: 2/F DCPI Building, Lakandula cor. Dacudao Avenue, Agdao Davao City; and i. MARINA Regional Office No. XII (General Santos) performing STCW Functions: Doors A17- | |

| | A19, ECA Building, National Highway, General Santos City. | | | | | | | | | | | | | |
|---|--|---|-----------|--------------|---|---------------|---|--|-------------------------|---|---|---------------|---|--|
| Total no. of personnel (as of 20 February 2025) | 310 employees consisting of: a. 181 Permanent/Regular/Board Employees b. 129 Job Orders (JO) | | | | | | | | | | | | | |
| TIMETABLE AND DELIVERABLES | | Statement of Compliance (“Comply” or “Not Comply”) | | | | | | | | | | | | |
| The Certifying Body shall perform and deliver the following services: | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>ACTIVITY</th> <th>TIMELINES</th> <th>DELIVERABLES</th> </tr> </thead> <tbody> <tr> <td>A. Re-Certification Audit of the MARINA-STCW Office</td> <td>On March 2025</td> <td> <ul style="list-style-type: none"> Preparation and submission of audit plan Conduct of on-site/remote assessment audit Preparation and issuance of an audit report </td> </tr> <tr> <td>B. Issuance of ISO 9001:2015 Certificate valid for 3 years</td> <td>On or before April 2025</td> <td> <ul style="list-style-type: none"> Certifying body will issue an ISO 9001:2015 Certificate </td> </tr> <tr> <td>C. Surveillance Audit for 2nd and 3rd year of Certification</td> <td>2026 and 2027</td> <td> <ul style="list-style-type: none"> Preparation and submission of audit plan Conduct of on-site/remote assessment audit Preparation and issuance of an audit report </td> </tr> </tbody> </table> | ACTIVITY | TIMELINES | DELIVERABLES | A. Re-Certification Audit of the MARINA-STCW Office | On March 2025 | <ul style="list-style-type: none"> Preparation and submission of audit plan Conduct of on-site/remote assessment audit Preparation and issuance of an audit report | B. Issuance of ISO 9001:2015 Certificate valid for 3 years | On or before April 2025 | <ul style="list-style-type: none"> Certifying body will issue an ISO 9001:2015 Certificate | C. Surveillance Audit for 2 nd and 3 rd year of Certification | 2026 and 2027 | <ul style="list-style-type: none"> Preparation and submission of audit plan Conduct of on-site/remote assessment audit Preparation and issuance of an audit report | |
| ACTIVITY | TIMELINES | DELIVERABLES | | | | | | | | | | | | |
| A. Re-Certification Audit of the MARINA-STCW Office | On March 2025 | <ul style="list-style-type: none"> Preparation and submission of audit plan Conduct of on-site/remote assessment audit Preparation and issuance of an audit report | | | | | | | | | | | | |
| B. Issuance of ISO 9001:2015 Certificate valid for 3 years | On or before April 2025 | <ul style="list-style-type: none"> Certifying body will issue an ISO 9001:2015 Certificate | | | | | | | | | | | | |
| C. Surveillance Audit for 2 nd and 3 rd year of Certification | 2026 and 2027 | <ul style="list-style-type: none"> Preparation and submission of audit plan Conduct of on-site/remote assessment audit Preparation and issuance of an audit report | | | | | | | | | | | | |
| QUALIFICATION AND ELIGIBILITY OF THE CERTIFYING BODY | | Statement of Compliance (“Comply” or “Not Comply”) | | | | | | | | | | | | |
| <p>1.1. The Certifying Body must meet the following qualifications:</p> <p>1.1.1. Accredited for ISO 9001:2015 certification activities by a national or international accreditation agency duly recognized by the Philippine Government such as the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry;</p> <p>1.1.2. Must submit a notarized certification that their company has not provided quality management system consulting services on STCW related matters with the MARINA;</p> <p>1.1.3. Submit to the MARINA its Company Profile showing that it has been existing for at least five (5) years. Curriculum Vitae, including supporting documents, of the members of the audit team shall also be submitted;</p> <p>1.1.4. The audit team of the Certifying Body must satisfy the following:</p> <p>a. At least one (1) auditor has previously served as a management level officer onboard merchant ships;</p> <p>b. At least one (1) member of the audit team should participate in all audits of the three (3) year audit cycle;</p> | | | | | | | | | | | | | | |

| | |
|--|---|
| <ul style="list-style-type: none"> c. Replacement of an audit team member requires the written approval from the MARINA; and d. Abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011 on Quality Management Systems Requirements. <p>1.2 The Certifying Body must provide the following documents:</p> <ul style="list-style-type: none"> 1.2.1 Accreditation from a national or international accreditation agency duly recognized by the Philippine Government such as the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry; 1.2.2 SEC or DTI registration; 1.2.3 PhilGEPS registration; 1.2.4 Mayor's / Business Permit; 1.2.5 Income / Business Tax Return; 1.2.6 Omnibus Sworn Statement; 1.2.7 Curriculum Vitae of Auditors to be assigned; and 1.2.8 Proposal of the project/activity. | |
| RESPONSIBILITIES OF THE CONTRACTING PARTIES | Statement of Compliance ("Comply" or "Not Comply") |
| <p>1.1. The Certifying Body shall have the following responsibilities:</p> <ul style="list-style-type: none"> 1.1.1 Prepare and submit an Audit Plan within five (5) working days from the signing of the Contract of Services, subject to the concurrence of the MARINA-STCWO; 1.1.2 Conduct of Re-Certification Audit of the QSS in accordance with the mutually agreed Audit Plan; 1.1.3 Issue ISO 9001:2015 Certificate after receipt and approval of corrective actions to the nonconformities noted during the audit, if any; 1.1.4 Conduct Surveillance Audit for the 2nd and 3rd year of certification; 1.1.5 Provide a full report on the operations audited within the content and approved scope of work/deliverables to the MARINA-STCWO within ten (10) working days after each audit unless otherwise agreed by the MARINA-STCWO. The report shall contain the following minimum items: <ul style="list-style-type: none"> i. summary of the activities performed; ii. details of the audit findings, substantiated by relevant objective evidence; and iii. statement on the status of the management system of the MARINA-STCWO and the fulfillment of the applicable standard. 1.1.6 Provide in their audit activities a procedure for client appeals. If Resolution on good terms for disputes between the MARINA-STCWO and the Certification Body cannot be made, the MARINA-STCWO shall be afforded the right to lodge appeals about the decisions of the audit team to the management of the Certification Body; 1.1.7 At all times, shall not be allowed to subcontract its services to any other person or entities; and 1.1.8 In the case of audits conducted outside Manila, the Certifying Body shall be responsible for all accommodation & incidentals, meals, and transportation of the Audit Team. | |
| CONFIDENTIALITY AND IMPARTIALITY CAUSE | Statement of Compliance ("Comply" or "Not Comply") |
| <ul style="list-style-type: none"> 1. Except with prior written consent from the MARINA, the Certification Body shall not at any time communicate to any person or entity any confidential information acquired in the course of services, nor shall the Certification Body make public the findings, observations, recommendations in the course of, or as a result of the services. 2. The Certification Body shall value the importance of impartiality in the certification on the system and shall use all reasonable efforts to manage possible conflicts of interest and ensure the objectivity of the certification process. | |

| TERMS OF PAYMENT | Statement of Compliance ("Comply" or "Not Comply") | | | | | | | | | | |
|---|---|----------------------------|--|---------------------------|--|---------------------------|---|---------------------------|---|---------------------------|--|
| <p>1. In consideration of the services to be performed by the Certification Body, the MARINA shall make to the former the payments which shall be made in Philippine currency in accordance with following schedule:</p> <table border="1" data-bbox="288 264 1166 658"> <thead> <tr> <th data-bbox="288 264 746 315">ACTIVITY</th> <th data-bbox="746 264 1166 315">SCHEDULE OF PAYMENT</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 315 746 383">A. Conclusion of the Certification Audit</td> <td data-bbox="746 315 1166 383">25% of the Contract Price</td> </tr> <tr> <td data-bbox="288 383 746 472">B. Issuance of the ISO 9001:2015 Certificate</td> <td data-bbox="746 383 1166 472">25% of the Contract Price</td> </tr> <tr> <td data-bbox="288 472 746 562">C. Conclusion of the Surveillance Audit for 2nd year of certification</td> <td data-bbox="746 472 1166 562">25% of the Contract Price</td> </tr> <tr> <td data-bbox="288 562 746 658">D. Conclusion of the Surveillance Audit for 3rd year of certification</td> <td data-bbox="746 562 1166 658">25% of the Contract Price</td> </tr> </tbody> </table> <p>2. Payment shall be made upon the completion of the activities as evidenced by the submission and acceptance of the required deliverables;</p> <p>3. Send Bill Arrangements;</p> <p>4. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice / Statement of Account;</p> <p>5. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);</p> <p>6. The supplier/provider shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier/provider;</p> <p>7. Any delay affecting the delivery of services shall be promptly reported in writing to the Procuring Entity, stating the cause, the amount of time involved, and its impact on the timetable and work schedule;</p> <p>8. Adjustment to the contract price may be made in case of changes resulting in the increase or decrease in the delivery of services contracted. An equivalent adjustment on the contract price, time or both shall be agreed upon in writing by the contracting parties; and</p> <p>9. In order to protect the interest of the Philippine Government, the MARINA may refuse payment when there is evident failure by the Certification Body to comply with the terms and conditions in the delivery of services agreed hereto.</p> | ACTIVITY | SCHEDULE OF PAYMENT | A. Conclusion of the Certification Audit | 25% of the Contract Price | B. Issuance of the ISO 9001:2015 Certificate | 25% of the Contract Price | C. Conclusion of the Surveillance Audit for 2 nd year of certification | 25% of the Contract Price | D. Conclusion of the Surveillance Audit for 3 rd year of certification | 25% of the Contract Price | |
| ACTIVITY | SCHEDULE OF PAYMENT | | | | | | | | | | |
| A. Conclusion of the Certification Audit | 25% of the Contract Price | | | | | | | | | | |
| B. Issuance of the ISO 9001:2015 Certificate | 25% of the Contract Price | | | | | | | | | | |
| C. Conclusion of the Surveillance Audit for 2 nd year of certification | 25% of the Contract Price | | | | | | | | | | |
| D. Conclusion of the Surveillance Audit for 3 rd year of certification | 25% of the Contract Price | | | | | | | | | | |

FINANCIAL OFFER

| |
|--|
| <p><u>Terms of Payment:</u></p> <ol style="list-style-type: none"> 1. Send Bill Arrangement; 2. Within fifteen to thirty (15-30) calendar days upon of billing invoice/ Statement of Account; 3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and 4. The supplier shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier. |
|--|

| |
|---|
| <p><u>Payment Details:</u></p> <p>Banking Institution : _____</p> <p>Account Number : _____</p> <p>Account Name (should be the exact account name as registered in the bank): _____</p> <p>Bank Branch : _____</p> |
|---|

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 THE SERVICES OF A CERTIFYING BODY FOR THE RE-CERTIFICATION OF THE MARINA-STCW OFFICE QUALITY STANDARD SYSTEM (QSS) TO THE ISO 9001:2015 | |
|--|--|
| Approved Budget for the Contract (ABC) | Total Offered Quotation |
| <p>One Million Pesos (PHP1,000,000.00) (inclusive of all applicable taxes and other charges)</p> | <p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> |

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF THE SERVICES OF A CERTIFYING BODY FOR THE RE-CERTIFICATION OF THE MARINA-STCW OFFICE QUALITY STANDARD SYSTEM (QSS) TO THE ISO 9001:2015

1. BACKGROUND

The Philippines, as a party to the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW) for Seafarers, as amended, has the obligation to give full and complete effect to the provision of the said Convention. Pursuant thereto, the Maritime Industry Authority (MARINA), a government agency established by virtue of Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), is mandated by Republic Act 10635 as the single maritime administration responsible for the implementation and enforcement of the STCW Convention.

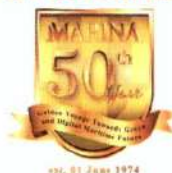
2. OBJECTIVE/S

Pursuant to Regulation I/8 of the STCW Convention, the MARINA-STCW Office (STCWO) established its Quality Standard System (QSS) and was awarded an ISO 9001:2015 in 2019. However, in view of the continuous certification and the expiration of the existing ISO certificate by April 2025, the Maritime Industry Authority (MARINA) intends to procure and engage the services of a certifying body that will conduct a re-certification audit of the STCW Office Quality Standard System to the ISO 9001:2015 on March 2025 as well as subsequently, surveillance audits up to 2027.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (P1,000,000.00)** inclusive of all Value Added Tax (VAT) and applicable taxes and charges, is available for this undertaking which shall be charged against the MARINA-STCWO Funds for FY 2025

Golden Voyage Towards Green and Digital Maritime Future



4. SCOPE OF SERVICES

The following are the Scope of Services of the Certifying Body:

| | |
|---|---|
| Audit Scope | Provision of public administration in the implementation of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended (STCW '78) |
| Audit Site | <p>Maritime Industry Authority (MARINA) – STCW Office</p> <ul style="list-style-type: none"> a. Head Office: 3rd, 4th, 5th, 6th and 9th Floors, MARINA Building 20th Street corner Bonifacio Drive, 1018 Port Area (South), Manila; b. Satellite Office: Unit 3201 to 3210, Trium Square Building 2183 Sen. Gil J. Puyat Avenue, Pasay City, 1300 Metro Manila c. MARINA Regional Office No. IV (Batangas) performing STCW Functions: Hinch Building II, Apacible St., Brgy. 10, Batangas City; d. MARINA Regional Office No. VI (Iloilo) performing STCW Functions: MARINA VI Building, De La Rama St., Muelle Loney, Iloilo City; e. MARINA Regional Office No. VI Bacolod Extension Office (Bacolod) performing STCW Functions: MRO VI Bldg., Panaad Park, Brgy. Mansilingan, Bacolod City, Negros Occidental; f. MARINA Regional Office No. VII (Cebu) performing STCW Functions: Doña Modesta Gaisano Street, Sudlon, Lahug, Cebu; g. MARINA Regional Office No. IX (Zamboanga) performing STCW Functions: 2nd and 3rd Floor SPCMPC Building, Ruste Drive San Jose Rd., Zamboanga City; h. MARINA Regional Office No. XI (Davao) performing STCW Functions: 2/F DCPI Building, Lakandula cor. Dacudao Avenue, Agdao Davao City; and i. MARINA Regional Office No. XII (General Santos) performing STCW Functions: Doors A17-A19, ECA Building, National Highway, General Santos City. |
| Total no. of personnel (as of 20 February 2025) | <p>310 employees consisting of:</p> <ul style="list-style-type: none"> a. 181 Permanent/Regular/Board Employees b. 129 Job Orders (JO) |

5. TIMETABLE AND DELIVERABLES

The Certifying Body shall perform and deliver the following services:

| ACTIVITY | TIMELINES | DELIVERABLES |
|---|-------------------------|---|
| A. Re-Certification Audit of the MARINA-STCW Office | On March 2025 | <ul style="list-style-type: none">• Preparation and submission of audit plan• Conduct of on-site/remote assessment audit• Preparation and issuance of an audit report |
| B. Issuance of ISO 9001:2015 Certificate valid for 3 years | On or before April 2025 | <ul style="list-style-type: none">• Certifying body will issue an ISO 9001:2015 Certificate |
| C. Surveillance Audit for 2 nd and 3 rd year of Certification | 2026 and 2027 | <ul style="list-style-type: none">• Preparation and submission of audit plan• Conduct of on-site/remote assessment audit• Preparation and issuance of an audit report |

6. QUALIFICATION AND ELIGIBILITY OF THE CERTIFYING BODY

6.1. The Certifying Body must meet the following qualifications:

- 6.1.1. Accredited for ISO 9001:2015 certification activities by a national or international accreditation agency duly recognized by the Philippine Government such as the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry;
- 6.1.2. Must submit a notarized certification that their company has not provided quality management system consulting services on STCW related matters with the MARINA;
- 6.1.3. Submit to the MARINA its Company Profile showing that it has been existing for at least five (5) years. Curriculum Vitae, including supporting documents, of the members of the audit team shall also be submitted;
- 6.1.4. The audit team of the Certifying Body must satisfy the following:
 - a. At least one (1) auditor has previously served as a management level officer onboard merchant ships;
 - b. At least one (1) member of the audit team should participate in all audits of the three (3) year audit cycle;
 - c. Replacement of an audit team member requires the written approval from the MARINA; and

- d. Abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011 on Quality Management Systems Requirements.

6.2. The Certifying Body must provide the following documents:

- 6.2.1. Accreditation from a national or international accreditation agency duly recognized by the Philippine Government such as the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry;
- 6.2.2. SEC or DTI registration;
- 6.2.3. PhilGEPS registration;
- 6.2.4. Mayor's / Business Permit;
- 6.2.5. Income / Business Tax Return;
- 6.2.6. Omnibus Sworn Statement;
- 6.2.7. Curriculum Vitae of Auditors to be assigned; and
- 6.2.8. Proposal of the project/activity.

7. RESPONSIBILITIES OF THE CONTRACTING PARTIES

7.1. The Certifying Body shall have the following responsibilities:

- 7.1.1. Prepare and submit an Audit Plan within five (5) working days from the signing of the Contract of Services, subject to concurrence of the MARINA-STCWO;
- 7.1.2. Conduct of Re-Certification Audit of the QSS in accordance with the mutually agreed Audit Plan;
- 7.1.3. Issue ISO 9001:2015 Certificate after receipt and approval of corrective actions to the nonconformities noted during the audit, if any;
- 7.1.4. Conduct Surveillance Audit for the 2nd and 3rd year of certification;
- 7.1.5. Provide full report on the operations audited within the content and approved scope of work/deliverables to the MARINA-STCWO within ten (10) working days after each audit unless otherwise agreed by the MARINA-STCWO. The report shall contain the following minimum items:
 - i. summary of the activities performed;
 - ii. details of the audit findings, substantiated by relevant objective evidence; and

iii. statement on the status of the management system of the MARINA-STCWO and the fulfillment of the applicable standard.

7.1.6. Provide in their audit activities a procedure for client appeals. If Resolution on good terms for disputes between the MARINA-STCWO and the Certification Body cannot be made, the MARINA-STCWO shall be afforded the right to lodge appeals about the decisions of the audit team to the management of the Certification Body;

7.1.7. At all times, shall not be allowed to subcontract its services to any other person or entities; and

7.1.8. In the case of audits conducted outside Manila, the Certifying Body shall be responsible for all accommodation & incidentals, meals, and transportation of the Audit Team.

7.2. The MARINA shall have the following responsibilities:

7.2.1. Identify the focal point/contact persons to coordinate all activities related to the conduct of the ISO certification audit;

7.2.2. Make available all relevant documents and provide access to all information as deemed relevant and necessary to support the work of the auditors of the Certifying Body;

7.2.3. Avail relevant staff members, and related resources, as and when required;

7.2.4. Provide any other assistance and support as may be required, to conduct a smooth and efficient ISO certification audit; and

7.2.5. During the conduct of the audit, all arrangements for internal travel, security and accommodation (where applicable) will be the responsibility of MARINA.

7.2.6. In the case of audits conducted outside Manila, MARINA can provide assistance to the Audit Team as to arrangements of accommodations to audit sites (where applicable).

8. CONFIDENTIALITY AND IMPARTIALITY CAUSE

8.1. Except with prior written consent from the MARINA, the Certification Body shall not at any time communicate to any person or entity any confidential information acquired in the course of services, nor shall the Certification Body make public the findings, observations, recommendations in the course of, or as a result of the services.

8.2. The Certification Body shall value the importance of impartiality in the certification on the system and shall use all reasonable efforts to manage possible conflict of interest and ensure the objectivity of the certification process.

9. TERMS OF PAYMENT

9.1. In consideration of the services to be performed by the Certification Body, the MARINA shall make to the former the payments which shall be made in Philippine currency in accordance with following schedule:

| ACTIVITY | SCHEDULE OF PAYMENT |
|---|---------------------------|
| A. Conclusion of the Certification Audit | 25% of the Contract Price |
| B. Issuance of the ISO 9001:2015 Certificate | 25% of the Contract Price |
| C. Conclusion of the Surveillance Audit for 2 nd year of certification | 25% of the Contract Price |
| D. Conclusion of the Surveillance Audit for 3 rd year of certification | 25% of the Contract Price |

- 9.2. Payment shall be made upon the completion of the activities as evidenced by the submission and acceptance of the required deliverables;
- 9.3. Send Bill Arrangements;
- 9.4. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice / Statement of Account;
- 9.5. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 9.6. The supplier/provider shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier/provider;
- 9.7. Any delay affecting the delivery of services shall be promptly reported in writing to the Procuring Entity, stating the cause, the amount of time involved, and its impact on the timetable and work schedule;
- 9.8. Adjustment to the contract price may be made in case of changes resulting in the increase or decrease in the delivery of services contracted. An equivalent adjustment on the contract price, time or both shall be agreed upon in writing by the contracting parties; and
- 9.9. In order to protect the interest of the Philippine Government, the MARINA may refuse payment when there is evident failure by the Certification Body to comply with the terms and conditions in the delivery of services agreed hereto.

Prepared by:


MARISSA G. ESGUERRA
Division Chief
STCW Office
Quality Management Division (QMD)

Approved by:


SAMUEL L. BATALLA
Executive Director
STCW Office