



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 ISO 21001:2018 EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM LEAD AUDITORS COURSE FOR MONITORING 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 **One Million and Five Hundred Seventy Thousand Pesos (Php1,570,000.00)** inclusive of Value Added Tax (VAT) and 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 **12NN of 13 May 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, 10<sup>th</sup> Floor MARINA Building,  
Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

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

Email: **[bacsec@marina.gov.ph](mailto: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. 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 20<sup>th</sup> Ave. corner Railroad Street, South Harbor, Port Area, Manila**

**(+632) 8524-6518 | [marina.gov.ph](http://marina.gov.ph) | [bacsec@marina.gov.ph](mailto:bacsec@marina.gov.ph)**

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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](mailto:bacsec@marina.gov.ph).

*By the Authority of the Bids and Awards Committee:*

  
**MELLANIE 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](mailto: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	
<b>THE ENGAGEMENT OF TRAINING PROVIDER FOR ISO 21001:2018 EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM LEAD AUDITORS COURSE FOR MONITORING EVALUATORS OF MARINA</b>	Statement of Compliance ("Comply" or "Not Comply")
<b>SCOPE OF THE SERVICES</b>  The Provider shall conduct a comprehensive training for twenty-eight (28) participants on 26 - 30 MAY 2025 on the principles, knowledge, and skills required for the evaluation of EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM (EOMS) in alignment with ISO 21001:2018 standards.	
<b>TIMETABLE AND DELIVERABLES</b>	Statement of Compliance ("Comply" or "Not Comply")
In the delivery of this project, the Provider shall undertake the following: <ol style="list-style-type: none"> <li>1. Prepare and submit the training design for approval of the Monitoring Division;</li> <li>2. Coordinate with the Monitoring Division's Project Team to smoothly facilitate the implementation of the activities and deliverables under the agreement;</li> <li>3. Submit all results of the workshops, reports, and other significant outputs to the Monitoring Division within fifteen (15) days from the completion of the training program;</li> <li>4. Conduct the training with the following objectives: <ol style="list-style-type: none"> <li>a. Explain the principles and requirements of ISO 21001:2018;</li> <li>b. Develop practical auditing skills with a focus on the following areas: <ol style="list-style-type: none"> <li>I. Planning and conducting audits;</li> <li>II. Reporting on audits;</li> <li>III. Identifying non-conformities;</li> <li>IV. Assessing corrective actions;</li> </ol> </li> <li>c. Enhance the ability to evaluate the effectiveness of a management system in achieving educational objectives in terms of: <ol style="list-style-type: none"> <li>I. Educational Organization's Objectives and Goals;</li> <li>II. Management and Leadership;</li> <li>III. Planning and Evaluation;</li> <li>IV. Support and Resources (including infrastructure and technology);</li> </ol> </li> </ol> </li> </ol>	

<p>V. Learning and Teaching Processes;  VI. Learner Support and Services;  VII. Continuous Improvement and Innovation;</p> <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 management system.</p> <p>5. Perform such other functions and duties as may be necessary or incidental to its functions or which the Monitoring Division may request to undertake in relation to the implementation of the training activities.</p>	
<b>QUALIFICATION AND ELIGIBILITY</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
<p>The provider shall have the following:</p> <ol style="list-style-type: none"> <li>1. Experience in delivering ISO 21001:2018 EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM (EOMS) Lead Auditor Course;</li> <li>2. Company Profile showing that it has been existing for at least five (5) years; and</li> <li>3. Curriculum Vitae of the speaker including supporting documents as proof that he/she has conducted ISO 21001:2018 trainings in the last 3 years; and</li> <li>4. Submit a copy of its valid PhilGEPS registration.</li> </ol>	
<b>RESPONSIBILITIES OF THE CONTRACTING PARTIES</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
<p><b>SERVICE PROVIDER</b></p> <ol style="list-style-type: none"> <li>1. The winning provider shall submit an implementation plan or course outline subject to the concurrence of the end user.</li> <li>2. Ensure the preparation of all necessary lecture materials, handouts and workshop tools needed for the training sessions.</li> <li>3. Facilitate the delivery of lectures and workshops as outlined in the program's timetable, ensuring that all learning outcomes are met.</li> <li>4. Submit the curriculum vitae of all resource speaker/s and facilitators involved in the training program</li> </ol>	
<b>CONFIDENTIALITY</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
<p>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).</p>	

TERMS OF PAYMENT	Statement of Compliance ("Comply" or "Not Comply")
<ol style="list-style-type: none"> <li>1. Payment shall be made upon the completion/ delivery of the training course;</li> <li>2. Send Bill Arrangement;</li> <li>3. Within thirty (30) calendar days upon billing of Invoice/Statement of Account and submission of Training Report;</li> <li>4. Payment shall be made through list of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and</li> <li>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.</li> </ol>	

### **FINANCIAL OFFER**

<b><u>Terms of Payment:</u></b> <ol style="list-style-type: none"> <li>1. Send Bill Arrangement;</li> <li>2. Within fifteen to thirty (15-30) calendar days upon of billing invoice/ Statement of Account;</li> <li>3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and</li> <li>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.</li> </ol>
<b><u>Payment Details:</u></b>
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.

<b>ENGAGEMENT OF TRAINING PROVIDER FOR ISO 21001:2018 EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM LEAD AUDITORS COURSE FOR MONITORING EVALUATORS OF MARINA</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>One Million and Five Hundred Seventy Thousand Pesos (PHP1,570,000.00)</b> <i>(inclusive of all applicable taxes and other charges)</i>	<p>In words: _____</p> <p>_____</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 TRAINING PROVIDER FOR  
ISO 21001:2018 EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM  
LEAD AUDITORS COURSE FOR MONITORING EVALUATORS OF MARINA**

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**I. BACKGROUND**

Regulation I/8 of the STCW Convention, 1978, as amended, provides that each Party shall ensure that accordance with the provisions of section A-I/8 of the STCW Code, all training, assessment of competence, certification, including medical certification, endorsement and revalidation activities carried out by non-governmental agencies or entities under its authority are continuously monitored through a quality standards system to ensure achievement of defined objectives, including those concerning the qualifications and experience of instructors and assessors. 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 Monitoring 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 SYSTEM (EOMS), shall be provided as a capacity building and training. 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 prevailing policies, standards and 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 maritime education and training.

This initiative underscores the Monitoring Division's dedication to fostering quality maritime education and training 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 existing policies, standards, and requirements, thereby enhancing the ability of monitoring personnel 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 **One Million Five Hundred Seventy Thousand Pesos (P1,570,000.00) 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 2025.

## IV. SCOPE OF THE SERVICES

The Provider shall conduct a comprehensive training for twenty-eight (28) participants on 26 - 30 MAY 2025 on the principles, knowledge, and skills required for the evaluation of EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM (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 Monitoring Division;
2. Coordinate with the Monitoring 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 Monitoring 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 a management system 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 management system.
5. Perform such other functions and duties as may be necessary or incidental to its functions or which the Monitoring Division may request to undertake in relation to the implementation of the training activities.

## **VI. QUALIFICATIONS AND ELIGIBILITY**

The provider shall have the following:

1. Experience in delivering ISO 21001:2018 EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM (EOMS) Lead Auditor Course;
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 in the last 3 years; and
4. Submit a copy of its valid PhilGEPS registration.

## **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; and
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. VICTORIA ANN E. DELA CRUZ**

Monitoring Division, STCW Office

CP NO. 09166612778

EMAIL. vedelacruz@mail.marina.gov.ph

Prepared by:



**EDITHA V. JACOB**

Supervising MIDS, Monitoring Division  
STCW Office

☒ Approved

☐ Disapproved



*for* **SAMUEL L. BATALLA**

Executive Director  
STCW Office