



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 **Consulting Services for the conduct of the Governance Boot Camp 2025: A Strategy Execution Capacity Building Program**, 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 **Six Hundred Forty-Six Thousand Two Hundred Forty Pesos (Php646,240.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00 NN of 15 July 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**MR. HERBERT V. NALUPA**

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 quotation on or before the above specified deadline of submission of quotation:

- a. Mayor's Permit
- b. Professional License/Curriculum Vitae (CV)
- c. PhilGEPS Registration No. of SME or Organization
- d. Income/Business Tax Return

The Supplier/ Service Provider with the Single/Lowest Calculated Quotation shall submit its Omnibus **Sworn Statement (GPPB – Prescribed forms)** within the period (maximum of 5 calendar days) as indicated in the Notice to 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](mailto:bacsec@marina.gov.ph).

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

**MS. 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	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>Procurement of Consulting Services for the conduct of the Governance Boot Camp 2025: A Strategy Execution Capacity Building Program</b>			
	<b>Statement of Compliance ("Comply" or "Not Comply")</b>		
<p><b>SCOPE OF SERVICES:</b></p> <p>The CONSULTING SERVICE PROVIDER will be responsible for the conduct of the <b>Strategy Execution Capacity Building Program</b>, including all services that are incidental or appurtenant to the said program, but not limited to the following:</p> <p><b>1. Detailed Project Work Plan</b></p> <p>The CONSULTING SERVICE PROVIDER shall prepare a comprehensive project work plan to determine specific requirements for the implementation of the program. The plan shall comprise the detailed course outline, expected outputs, and detailed schedule.</p> <p><b>2. Strategy Execution Capacity Building Program</b></p> <p>a. <b>Expected Outputs:</b> Participants understand core concepts of strategy execution and apply them to design strategic frameworks and action plans integrated into MARINA's key processes.</p> <p>b. <b>Participants:</b> 45 participants</p> <p>c. <b>Mode of Delivery:</b> In-person</p> <p>d. <b>Course Duration:</b> Two (2) consecutive days</p>			



## TIMETABLE AND DELIVERABLES

The CONSULTING SERVICE PROVIDER shall conduct the program and deliver the outputs outlined herein on **05-06 August 2025**. After the two-day session, the participants, with guidance from the consultant(s), must be able to develop a **Scorecard Framework** aligned with MARINA's organizational strategy.

## QUALIFICATION AND ELIGIBILITY REQUIREMENTS OF THE CONSULTING SERVICE PROVIDER

The CONSULTING SERVICE PROVIDER, with its Lead and Associate Consultants, must have the following qualifications:

1. Must have extensive knowledge and experience in assisting government agencies in governance and strategy programs using the PGS framework.
2. Must have completed at least five (5) contracts with government agencies in the last three (3) years, with certification of very satisfactory evaluations.
3. Must have a project team composed of highly competent and qualified professionals with the following qualifications supported by their Curriculum Vitae, TORs, Certificate of Completion or Diploma, and Certification of Completed Projects.

CRITERIA	WEIGHT
<b>LEAD CONSULTANT</b>	
<b>1. Educational Requirement</b>	<b>20%</b>
Education/Academic Degree(s)	Doctoral Degree: 20% Master's Degree: 15% Bachelor's Degree: 10%
<b>2. Professional Experience</b>	<b>50%</b>
a. Work experience in governance frameworks preferably in the public sector	<b>25%</b> 7 years or more: 25% 4-6 years: 20% Below 4 years: 15%
b. Work experience with other government	<b>25%</b>

agencies implementing the PGS Framework	5 years or more: 25%
	3-4 years: 20%
	Below 3 years: 15%
c. Relevant work experience in managing/conducting trainings	
<b>3. Training</b>	<b>30%</b>
Has attended and completed relevant trainings on the PGS Framework	5 or more training: 30%
	3-4 trainings: 20%
	Below 3 trainings: 10%
<b>ASSOCIATE CONSULTANT</b>	
<b>1. Educational Requirement</b>	<b>20%</b>
Education/Academic Degree(s)	Doctoral Degree: 20%
	Master's Degree: 15%
	Bachelor's Degree: 10%
<b>2. Professional Experience</b>	<b>50%</b>
a. Work experience in governance frameworks preferably in the public sector	<b>20%</b>
	6 years or more: 25%
	4-5 years: 20%
	Below 4 years: 15%
b. Work experience with other government agencies implementing the PGS Framework	<b>15%</b>
	6 years or more: 25%
	4-5 years: 20%
	Below 4 years: 15%
c. Relevant work experience in managing/conducting trainings	<b>15%</b>
	6 years or more: 25%
	4-5 years: 20%
	Below 4 years: 15%
<b>3. Training</b>	<b>30%</b>
Has attended and completed relevant trainings on the PGS Framework	5 or more training: 30%
	3-4 trainings: 20%
	Below 3 trainings: 10%
<b>FACILITATOR</b>	
<b>1. Educational Requirement</b>	<b>20%</b>
Education/Academic Degree(s)	Doctoral Degree: 20%
	Master's Degree: 15%
	Bachelor's Degree: 10%

<b>2. Professional Experience</b>	<b>50%</b>	
a. Work experience in governance frameworks preferably in the public sector	<b>20%</b> 6 years or more: 25% 4-5 years: 20% Below 4 years: 15%	
b. Work experience with other government agencies implementing the PGS Framework	<b>15%</b> 6 years or more: 25% 4-5 years: 20% Below 4 years: 15%	
c. Relevant work experience in managing/conducting trainings	<b>15%</b> 6 years or more: 25% 4-5 years: 20% Below 4 years: 15%	
<b>3. Training</b>	<b>30%</b>	
Has attended and completed relevant trainings on the PGS Framework	5 or more training: 30% 3-4 trainings: 20% Below 3 trainings: 10%	
4. Must possess and submit a copy of their PhilGEPS registration (platinum).  5. Must possess and submit their updated Mayor's Permit or Business Permit; and  6. Must possess and submit their latest Income Tax Return (ITR).		
<b>CONFIDENTIALITY</b>  1. All materials developed or acquired under the terms of this consultancy shall remain the property of the MARINA.  2. The MARINA reserves the exclusive right to publish and disseminate any resulting reports or studies, even after the termination of this consultancy.  3. The intellectual property independently developed by the CONSULTING SERVICE PROVIDER, or third parties remains their property and may not be used for other purposes other than the implementation hereof without written consent.		

<p>4. All data and information, including the analysis thereof and conclusions drawn therefrom, gathered in connection and in the course of rendering the service to the MARINA shall remain confidential and shall not be disclosed to third parties during or after the duration of the consultancy.</p>	
	<p align="center"><b>Statement of Compliance ("Comply" or "Not Comply")</b></p>
<p><b>TERMS OF PAYMENT:</b></p> <ol style="list-style-type: none"> <li>1. Payment shall be made within thirty (30) calendar days after the submission, acceptance, and/or approval by the MARINA of the final deliverables, together with the submission of invoices (in duplicate) of the CONSULTING SERVICE PROVIDER.</li> <li>2. Payment shall be made in Philippine Peso and in accordance with prevailing accounting and auditing rules.</li> <li>3. Payment shall be made through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA).</li> <li>4. The CONSULTING SERVICE PROVIDER shall provide the bank account where payment will be credited, preferably, a Land Bank of the Philippines account. Bank charges, if any, will be borne by the provider.</li> <li>5. Any delay affecting the delivery of services shall be promptly reported in writing to the MARINA, stating the cause, duration, and its impact on the timetable and deliverables.</li> <li>6. Adjustments to the contract price may be made in case of changes resulting in the increase or decrease in the delivery of services contracted. Page 5 of 6 An equivalent adjustment on the contract price, time, or both shall be subject to mutual written agreement.</li> <li>7. Any extension of time to fulfill deliverables already specified in this TOR shall not result</li> </ol>	



<p>in any additional payment or price adjustment.</p> <p>8. In order to protect the interest of the Philippine Government, the MARINA reserves the right to withhold payment when there is evident failure by the provider to comply with the agreed terms and deliverables.</p>	
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### **FINANCIAL OFFER**

**Terms of Payment:**

*Within Fifteen-thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by 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.*

**Procurement of Consulting Services for the conduct of the Governance Boot Camp 2025:  
A Strategy Execution Capacity Building Program**

Approved Budget for the Contract (ABC)	Total Offered Quotation
<p><b><i>Six Hundred Forty-Six Thousand Two Hundred Forty Pesos (Php646,240.00)</i></b></p>	<p>In words:</p>
	<hr/>
	<hr/>
	<p>In figures:</p>
	<hr/> <hr/>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es

## TERMS OF REFERENCE

### PROCUREMENT OF CONSULTING SERVICES FOR THE CONDUCT OF THE GOVERNANCE BOOT CAMP 2025: A STRATEGY EXECUTION CAPACITY BUILDING PROGRAM

#### I. RATIONALE/BACKGROUND

Effective strategy execution is critical to transforming organizational plans into actionable programs and policies that deliver measurable outcomes. Successful implementation ensures that all personnel are aligned with organizational goals and fosters a culture of accountability and ownership.

This initiative is being pursued to build the capacity of the **MARITIME INDUSTRY AUTHORITY (MARINA)** workforce in the areas of leadership and strategy execution, in order to effectively implement the Agency's strategies toward the integrated development of the Philippine Maritime Industry. Thus, it seeks to engage the services of a **CONSULTING SERVICE PROVIDER** to deliver a comprehensive capacity-building program on leadership and strategy execution.

Guided by the **Performance Governance System (PGS)**, this capacity-building program aims to equip the MARINA workforce with the necessary core knowledge and skills to implement the Agency's organizational strategies, anchored on accelerating the progress of the **Maritime Industry Development Plan (MIDP)**.

#### II. OBJECTIVES

The **two-day capacity-building program**, scheduled for **05-06 August 2025** aims to develop the foundational knowledge and skills of MARINA workforce in strategy execution. By the end of the program, participants are expected to:

1. Translate key concepts of strategy execution into a framework aligned with MARINA's mandate;
2. Develop practical tools for strategy execution such as scorecards and scoreboard meetings;
3. Establish a strategy management framework rooted in multi-stakeholder governance; and
4. Propose action plans aligned with MARINA's current strategic goals, incorporating stakeholder insights and lessons learned.

### III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **Six Hundred Forty-Six Thousand Two Hundred Forty Pesos (PHP 646,240.00)**, inclusive of VAT and all applicable taxes and charges, is available for the undertaking which shall be charged against MARINA Funds for FY 2025.

### IV. SCOPE OF THE SERVICES

The CONSULTING SERVICE PROVIDER will be responsible for the conduct of the **Strategy Execution Capacity Building Program**, including all services that are incidental or appurtenant to the said program, but not limited to the following:

#### 1. Detailed Project Work Plan

The CONSULTING SERVICE PROVIDER shall prepare a comprehensive project work plan to determine specific requirements for the implementation of the program. The plan shall comprise the detailed course outline, expected outputs, and detailed schedule.

#### 2. Strategy Execution Capacity Building Program

- a. **Expected Outputs:** Participants understand core concepts of strategy execution and apply them to design strategic frameworks and action plans integrated into MARINA's key processes.
- b. **Participants:** 45 participants
- c. **Mode of Delivery:** In-person
- d. **Course Duration:** Two (2) consecutive days

### V. TIMETABLE AND DELIVERABLES

The CONSULTING SERVICE PROVIDER shall conduct the program and deliver the outputs outlined herein on **05-06 August 2025**. After the two-day session, the participants, with guidance from the consultant(s), must be able to develop a **Scorecard Framework** aligned with MARINA's organizational strategy.

### VI. QUALIFICATION AND ELIGIBILITY REQUIREMENTS OF THE CONSULTING SERVICE PROVIDER

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2. Must have completed at least five (5) contracts with government agencies in the last three (3) years, with certification of very satisfactory evaluations;
3. Must have a project team composed of highly competent and qualified professionals with the following qualifications supported by their Curriculum Vitae, TORs, Certificate of Completion or Diploma; and Certification of Completed Projects;

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<b>3. Training</b>	<b>30%</b>
Has attended and completed relevant trainings on the PGS Framework	5 or more training: 30% 3-4 trainings: 20% Below 3 trainings: 10%
<b>ASSOCIATE CONSULTANT</b>	
<b>1. Educational Requirement</b>	<b>20%</b>
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	Below 4 years: 15%
b. Work experience with other government agencies implementing the PGS Framework	<b>15%</b>
	6 years or more: 25%
	4-5 years: 20%
	Below 4 years: 15%
c. Relevant work experience in facilitating, documenting, and evaluating trainings	<b>15%</b>
	6 years or more: 25%
	4-5 years: 20%
	Below 4 years: 15%
<b>3. Training</b>	<b>30%</b>
Has attended and completed relevant trainings on the PGS Framework	5 or more training: 30%
	3-4 trainings: 20%
	Below 3 trainings: 10%

4. Must possess and submit a copy of their PhilGEPS registration (platinum);
5. Must possess and submit their updated Mayor's Permit or Business Permit; and
6. Must possess and submit their latest Income Tax Return (ITR).

## **VII. RESPONSIBILITIES OF THE CONTRACTING PARTIES**

### **1. Responsibilities of the CONSULTING SERVICE PROVIDER:**

- a. Capacitate the participants in applying the PGS Framework to achieve the aforementioned objectives;
- b. Form a project management team that will closely work with the MARINA;
- c. Provide guidelines for the preparatory activities and program design as needed;
- d. Facilitate the conduct of working sessions;
- e. Issue official receipts to the MARINA for all payments made in accordance with the project.

## **2. Responsibilities of the MARINA:**

Through the Strategy Management Division (SMD) of the Planning and Policy Service (PPS), the MARINA shall:

- a. Comply with the administrative and logistical requirements of onsite working sessions, including but not limited to food, logistics, and incidental expenses of no more than seven (7) personnel of the CONSULTING SERVICE PROVIDER;
- b. Be responsible for expenses incurred by the CONSULTING SERVICE PROVIDER on its behalf, which shall be supported by the proper receipts;
- c. Ensure timely submission of the documentary requirements and other deliverables; and
- d. Fulfill other additional requirements related to the successful conduct of the project.

## **VIII. CONFIDENTIALITY**

1. All materials developed or acquired under the terms of this consultancy shall remain the property of the MARINA.
2. The MARINA reserves the exclusive right to publish and disseminate any resulting reports or studies, even after the termination of this consultancy.
3. The intellectual property independently developed by the CONSULTING SERVICE PROVIDER or third parties remains their property and may not be used for other purposes other than the implementation hereof without written consent.
4. All data and information, including the analysis thereof and conclusions drawn therefrom, gathered in connection and in the course of rendering the service to the MARINA shall remain confidential and shall not be disclosed to third parties during or after the duration of the consultancy.

## **IX. TERMS OF PAYMENT**

1. Payment shall be made within thirty (30) calendar days after the submission, acceptance, and/or approval by the MARINA of the final deliverables, together with the submission of invoices (in duplicate) of the CONSULTING SERVICE PROVIDER.
2. Payment shall be made in Philippine Peso and in accordance with prevailing accounting and auditing rules.
3. Payment shall be made through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA).
4. The CONSULTING SERVICE PROVIDER shall provide the bank account where payment will be credited, preferably, a Land Bank of the Philippines account. Bank charges, if any, will be borne by the provider.
5. Any delay affecting the delivery of services shall be promptly reported in writing to the MARINA, stating the cause, duration, and its impact on the timetable and deliverables.

6. Adjustments 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 subject to mutual written agreement.
7. Any extension of time to fulfill deliverables already specified in this TOR shall not result in any additional payment or price adjustment.
8. In order to protect the interest of the Philippine Government, the MARINA reserves the right to withhold payment when there is evident failure by the provider to comply with the agreed terms and deliverables.

**X. OFFICIAL CONTACT PERSON**

**LUISITO U. DELOS SANTOS**

Director II  
Planning and Policy Service  
Maritime Industry Authority  
Bonifacio Drive cor. 20<sup>th</sup> Street,  
Railroad St., South Harbor, Port Area, Manila  
Email Address: [pps@marina.gov.ph](mailto:pps@marina.gov.ph)

**Prepared by:**

  
**LYRRA I. MAGTALAS-MIRARAN**  
Project Development Officer III  
Planning and Policy Service  
Maritime Industry Authority

**Approved by:**

  
**LUISITO U. DELOS SANTOS**  
Director II  
Planning and Policy Service  
Maritime Industry Authority