



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 a **Consultancy Service for Subject Matter Expert on the Implementation of IMSBC for the MARINA Technical Personnel on July 28 – August 01, 2025**, 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 Million Pesos (P2,000,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00 NN of 14 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, 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:

- Mayor's Permit
- Professional License/Curriculum Vitae (CV)
- PhilGEPS Registration No. of SME or Organization
- 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.

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.

(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)
Procurement of Consultancy Service for Subject Matter Expert on the Implementation of IMSBC for the MARINA Technical Personnel on July 28 – August 01, 2025			
	Statement of Compliance ("Comply" or "Not Comply")		
<p>SCOPE OF SERVICES:</p> <ol style="list-style-type: none"> 1. The provider shall conduct a 5-day training on the implementation of the IMSBC Code for 25 participants, to be held on 28 July - 01 August 2025, in a venue within Metro Manila, Philippines to be provided by the Procuring Entity (PE). 2. Training materials, preferably in digital form, shall be provided to all the participants/trainees. 3. Shall deliver the course module based on the Intended Learning Outcomes stated under Item IV, through learning tools such as role-plays, workshops and case studies, as applicable. 4. Shall facilitate the assessment of knowledge and skills gained during the course of the training. 5. Shall issue Certificates of Completion to trainees who meet the requirements of the course. 6. Development of tailored Training Modules exclusively for MARINA Technical Personnel. <p>II. INTENDED LEARNING OUTCOMES</p> <ol style="list-style-type: none"> 1. Understanding of the IMSBC Code and its Application 			

<p>Inspectors will be able to explain the structure, purpose, and key provisions of the IMSBC Code, particularly in relation to ensuring safe handling and stowage of bulk solid cargoes. They will gain an understanding of the classification of cargoes as per the code, including hazardous materials, and the corresponding precautions required.</p> <p>2. Risk Assessment and Hazard Identification</p> <p>Inspectors will be equipped to assess the risks associated with the carriage of various bulk solid cargoes, including hazards such as liquefaction, toxic gases, and spontaneous combustion. They will be able to identify and assess potential risks through the use of appropriate cargo information and documentation.</p> <p>3. Cargo Documentation and Compliance Checks</p> <p>Inspectors will understand the requirements for proper cargo documentation under the IMSBC Code, including the necessity for certificates, cargo declarations, and stowage plans. They will be trained to verify the accuracy and compliance of cargo documents and ensure that they conform to the IMSBC regulations.</p> <p>4. Procedures for Inspecting Bulk Cargoes</p> <p>Inspectors will gain practical skills in inspecting bulk cargoes, including checks on stowage conditions, labeling, and securing of cargo. They will learn the appropriate procedures for assessing the integrity of cargo holds, ventilations, and the stowage arrangements as per the IMSBC guidelines.</p> <p>5. Emergency Procedures and Response</p> <p>Inspectors will be familiarized with emergency response protocols in case of cargo-related accidents or incidents, such as the release of toxic gases or fires. They will understand their role in ensuring that the vessel's emergency plans are in place</p>			
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<p>and that the crew is adequately trained to respond to cargo-related emergencies.</p> <p>6. International and National Legislation Compliance</p> <p>Inspectors will understand the relationship between the IMSBC Code, other international conventions such as SOLAS (Safety of Life at Sea), and national regulations for bulk cargo safety. They will be able to evaluate a vessel's compliance with both international and national legislation and take necessary actions when non-compliance is observed.</p> <p>7. Reporting and Enforcement</p> <p>Inspectors will be trained to prepare and submit reports on the inspection findings, including identifying violations, deficiencies, and safety concerns. They will also learn how to enforce compliance, recommend corrective actions, and report non-compliance to relevant authorities.</p> <p>8. Interpreting and Implementing Code Updates</p> <p>Inspectors will be able to interpret and apply updates or amendments to the IMSBC Code, ensuring ongoing compliance with the latest standards. They will be familiar with how amendments to the code are disseminated and how to update inspection practices accordingly.</p>			
	<p align="center">Statement of Compliance ("Comply" or "Not Comply")</p>		
<p>PAYMENT TERMS:</p> <p>Payment shall be made to the Service Provider upon completion of Scope of Services under Item III and in accordance with the following terms:</p> <ol style="list-style-type: none"> 1. Send Bill Arrangement; 2. Payment shall be within fifteen to thirty (15-30) calendar days upon receipt 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 lessor shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the lessor.	
Documentary Requirements (per RA9184)	
1. Mayor's Permit	
2. Professional License/Curriculum Vitae (CV)	
3. Philgeps Registration Number or Subject Matter Expert or Organization	
4. Income/Business Tax Return	
5. Omnibus Sworn Statement	
Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.	

FINANCIAL OFFER

<u>Terms of Payment:</u> <i>Within Fifteen-thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA</i>
<u>Payment Details:</u>

Banking Institution :	
Account Number :	
Account Name <small>(should be the exact account name as registered in the bank):</small>	
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 Consultancy Service for Subject Matter Expert on the Implementation of IMSBC for the MARINA Technical Personnel on July 28 – August 01, 2025	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Two Million Pesos only (P2,000,000.00)	<div style="text-align: center;">In words:</div> <div style="border: 1px solid black; height: 40px; margin: 5px 0;"></div> <div style="text-align: center;">In figures:</div> <div style="border: 1px solid black; height: 30px; margin: 5px 0;"></div> <div style="border: 1px solid black; height: 30px; margin: 5px 0;"></div>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

TERMS OF REFERENCE

CONSULTANCY SERVICE FOR SUBJECT MATTER EXPERT FOR THE TRAINING ON THE IMPLEMENTATION OF THE INTERNATIONAL MARITIME SOLID BULK CARGOES (IMSBC) CODE (FOR SURVEYORS AND INSPECTORS)

I. RATIONALE

The Maritime Industry Authority (MARINA) aims to enhance the competencies of its current pool of surveyors and inspectors through targeted capacity-building initiatives. This training focuses on equipping participants with the necessary skills for the effective planning, execution, and reporting of surveys and inspections in their respective roles. This is relevant in the categorization and certification standards established by MARINA for its technical personnel, as outlined in the MARINA Technical Personnel Certification System (MTPCS) under Administrative Order No. 2022-24.

II. OBJECTIVE

The primary objective of this consultancy is to:

1. Develop participants' ability and confidence to effectively survey and inspect ships, ensuring compliance with both international regulations and MARINA standards, particularly their understanding of the International Maritime Solid Bulk Cargoes (IMSBC) Code, and other related applicable maritime safety issuances.
2. Participants will gain practical knowledge and skills in identifying potential non-compliances, assessing shipboard conditions, and applying best practices for conducting thorough inspections and surveys. Additionally, the training will emphasize accurate documentation and reporting to uphold accountability and maintain high safety standards in line with MARINA's objectives.
3. To ensure that they can effectively monitor and enforce safety practices related to the carriage of bulk solid cargoes, contributing to enhanced maritime safety and protection of human life at sea.
4. To develop tailored Training Modules exclusively for MARINA Technical Personnel.

III. SCOPE OF SERVICES

1. The provider shall conduct a 5-day training on the implementation of the IMSBC Code for **25 participants**, to be held on **28 July - 01**

August 2025, in a venue within Metro Manila, Philippines to be provided by the Procuring Entity (PE).

2. Training materials, preferably in digital form, shall be provided to all the participants/trainees.
3. Shall deliver the course module based on the Intended Learning Outcomes stated under Item IV, through learning tools such as role-plays, workshops and case studies, as applicable.
4. Shall facilitate the assessment of knowledge and skills gained during the course of the training.
5. Shall issue Certificates of Completion to trainees who meet the requirements of the course.
6. Development of tailored Training Modules exclusively for MARINA Technical Personnel.

IV. INTENDED LEARNING OUTCOMES

1. Understanding of the IMSBC Code and its Application

Inspectors will be able to explain the structure, purpose, and key provisions of the IMSBC Code, particularly in relation to ensuring safe handling and stowage of bulk solid cargoes. They will gain an understanding of the classification of cargoes as per the code, including hazardous materials, and the corresponding precautions required.

2. Risk Assessment and Hazard Identification

Inspectors will be equipped to assess the risks associated with the carriage of various bulk solid cargoes, including hazards such as liquefaction, toxic gases, and spontaneous combustion. They will be able to identify and assess potential risks through the use of appropriate cargo information and documentation.

3. Cargo Documentation and Compliance Checks

Inspectors will understand the requirements for proper cargo documentation under the IMSBC Code, including the necessity for certificates, cargo declarations, and stowage plans. They will be trained to verify the accuracy and compliance of cargo documents and ensure that they conform to the IMSBC regulations.

4. Procedures for Inspecting Bulk Cargoes

Inspectors will gain practical skills in inspecting bulk cargoes, including checks on stowage conditions, labeling, and securing of cargo. They will learn the appropriate procedures for assessing the integrity of cargo holds, ventilations, and the stowage arrangements as per the IMSBC guidelines.

5. Emergency Procedures and Response

Inspectors will be familiarized with emergency response protocols in case of cargo-related accidents or incidents, such as the release of toxic gases or fires. They will understand their role in ensuring that the

vessel's emergency plans are in place and that the crew is adequately trained to respond to cargo-related emergencies.

6. International and National Legislation Compliance

Inspectors will understand the relationship between the IMSBC Code, other international conventions such as SOLAS (Safety of Life at Sea), and national regulations for bulk cargo safety. They will be able to evaluate a vessel's compliance with both international and national legislation and take necessary actions when non-compliance is observed.

7. Reporting and Enforcement

Inspectors will be trained to prepare and submit reports on the inspection findings, including identifying violations, deficiencies, and safety concerns. They will also learn how to enforce compliance, recommend corrective actions, and report non-compliance to relevant authorities.

8. Interpreting and Implementing Code Updates

Inspectors will be able to interpret and apply updates or amendments to the IMSBC Code, ensuring ongoing compliance with the latest standards. They will be familiar with how amendments to the code are disseminated and how to update inspection practices accordingly.

V. COST OF TRAINING

- a. The proposed or submitted cost of services shall cover professional fees, and applicable Philippine Government taxes and other incidental expenses (such as but not limited to bank charges).
- b. Accommodation for the Subject Matter Expert (SME) shall be arranged by MARINA for the entire duration of the lecture engagement. It shall start 1 day prior the start of the training and ends a day after the event.
- c. If the SME is based outside the country, MARINA shall arrange and provide roundtrip airfare. The SME may select a preferred flight option from among the canvassed itineraries proposed by MARINA, provided it is equivalent to economy air travel.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the contract shall be **US\$ 34,364 or its equivalent in Philippines Peso but not to exceed 1,993,112 Pesos**, inclusive of Philippine Government prevailing tax and other incidental expenses such as bank charges.

VII. TERMS OF PAYMENT

Payment shall be made to the Service Provider upon completion of Scope of Services under Item III and in accordance with the following terms:

1. Send Bill Arrangement;
2. Payment shall be within fifteen to thirty (15-30) calendar days upon receipt 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 provider shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the lessor.

VIII. DOCUMENTARY REQUIREMENTS

1. Mayor's Permit
2. Professional License/Curriculum Vitae (CV)
3. Philgeps Registration Number of Subject Matter Expert or Organization.
4. Income/Business Tax Return
5. Omnibus Sworn Statement

IX. OFFICIAL CONTACT FOR EXPRESSION OF INTEREST


DIVINA GRACIA F. TOLOSA

Officer-in-Charge

Maritime Safety Service (MSS)

Maritime Industry Authority (MARINA)

MARINA Bldg., Bonifacio Drive cor. 20th Street,

Port Area, Manila, Philippines

E-mail: mss@marina.gov.ph