



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Name of Hotel/Establishment : _____

Address : _____

Business Permit Number : _____

Company TIN : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation: _____

The **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to procure **CONSULTANCY SERVICES FOR THE CONDUCT OF THE TECHNICAL ASSISTANCE FOR THE WRITESHOP ON THE DEVELOPMENT OF SURVEY QUESTIONNAIRE FOR THE MARINA SEX-DISAGGREGATED DATA (SDD) ON 15 – 16 OCTOBER 2025**, in accordance with Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009 or The New Government Procurement Act with an **Approved Budget for the Contract amounting to Four Hundred Fifty Thousand Pesos (Php450,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **9:00 AM of 15 October 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Mr. JOSE LOUIE B. BANUA

BAC Chairperson

MARINA BAC Office, 10th Floor MARINA Building,
Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

Telephone No.: +632) 8524-6518

Email: bacsec@marina.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. Valid Mayor's/Business Permit
- b. Valid PhilGEPS Registration

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.

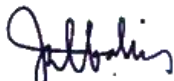
The Head of the Procuring Entity (HoPE) of the MARINA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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

Tel. No.: (632) 8523-9078
Email: oadm@marina.gov.ph
Website: <https://marina.gov.ph>

For any clarification, you may contact the BAC Secretariat at telephone no. (+632) 8524-6518 or email address at bacsec@marina.gov.ph.

By the Authority of the Bids and Awards Committee



MELLANIE T. BALIN

Head, Bids and Awards Committee Secretariat

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

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:

CONSULTING SERVICES FOR THE CONDUCT OF THE TECHNICAL ASSISTANCE FOR THE WRITESHOP ON THE DEVELOPMENT OF SURVEY QUESTIONNAIRE FOR THE MARINA SEX-DISAGGREGATED DATA (SDD) ON 15 – 16 OCTOBER 2025			
SPECIFICATIONS / DELIVERABLES			Lessor's Statement of Compliance
Scope of Services			
a. Detailed Work Plan;			
b. Deliver a 2-day writeshop on SDD for 47 participants;			
c. Conduct a desk review on the conducted survey and available data gathered by the MARINA using the developed survey questionnaire;			
d. Conduct an analysis and interpretation of SDD survey responses of MARINA and summary of findings of SDD survey;			
e. Provide e-copies/links such as handouts, and/or any digital resources necessary for the workshop/training;			
f. Provide technical assistance and guidance within the duration of this project;			
Timetable and Deliverables			
Interventions	Deliverables	Payment tranche upon completion	
a. Pre-work and Initial Meeting with the end-user	<ul style="list-style-type: none"> ● Work-plan ● Programme Design 	50%	
b. Facilitate a 2-day writeshop	<ul style="list-style-type: none"> ● Deliver a 2-day writeshop on 15-16 October 2025 		
c. Conduct a desk review on the conducted survey and available data gathered by the MARINA	<ul style="list-style-type: none"> ● Submission of Analysis Report with recommendation in the formulation of policy and 	50%	

using the developed survey questionnaire	design of trainings, projects, activities and programs to MARINA and summary of findings of SDD survey		
d. Conduct an analysis and interpretation of SDD survey responses of MARINA and summary of findings of SDD survey			
Qualification and Eligibility			
a. Specializes in the provision of training on National GAD Planning and Budgeting and Sex-Disaggregated Data;			
b. Certification from the PCW as Member of the National GAD Resource Pool; and			
c. Interested consultants must meet the minimum of each criterion and must have at least a total rating of 70% of all qualification requirements.			
CRITERIA	WEIGHT	DOCUMENTARY REQUIREMENTS	
1. EDUCATIONAL REQUIREMENT	20%	<u>Individuals</u> 1. Curriculum Vitae/PDS 2. Certification from the PCW as Member of the GAD Resource Pool	
Education/Academic degree(s)	Doctoral Degree: 20% Master's Degree: 15% Bachelor's Degree: 10%		
3. PROFESSIONAL EXPERIENCE	50%		
Work experience in the conduct of Gender and Development training and facilitation of GAD technical tools and other relevant systems preferably in the government sector	7 years or more: 50% 4-6 years: 40% 3years or less: 30%		
3. TRAINING	30%		
Has attended and completed relevant training on Gender and Development and certified by the Philippine Commission on Women (PCW) as GAD Resource Pool Member / Independent Consultant	5 or more training: 30% 3-4 training: 20% Below 3 training: 10%		

RESPONSIBILITIES OF THE SERVICE PROVIDER	Statement of Compliance ("Comply" or "Not Comply")
<p>The Consultant shall:</p> <ul style="list-style-type: none"> • Perform the Project entitled: Consultancy Services for the Development of Survey Questionnaire for Marina Sex-Disaggregated Data (SDD) • Implement a 2-day write shop for the SDD • Conduct a desk review on the conducted survey and available data gathered by the MARINA using the developed survey questionnaire • Conduct an analysis and interpretation of SDD survey responses of MARINA and summary of findings of SDD survey • Provide e-copies of training materials to each participant used in the learning event; • Submit electronic copies of the learning report, which contains-among others- the highlights of the program, one set of course materials, and learners' outputs; • Inform the MARINA of any changes in the scope and schedule of activities, composition of the project management team, and reportorial requirements; and • Provide an Analysis Report with recommendations for the MARINA SDD. 	

Documentary Requirements (per RA 9184)	
a. PhilGEPS Registration;	
b. Mayor's Permit/ Business Permit; and	
c. Omnibus Sworn Statement	
* * * * nothing follows * * * *	

<p>Terms of Payment:</p> <ol style="list-style-type: none"> a. Payment shall be made upon the completion/submission of the outputs as indicated in the Part V. Timetable and Deliverable; b. Send Bill Arrangement; c. Within the fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account; d. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and e. 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. f. 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. g. 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. h. In order to protect the interest of the Philippine Government, the MARINA may refuse payment when there is evident failure by the Provider/Consultant to comply with the terms and conditions in the delivery of services agreed hereto.

Note: Prospective Service Provider must comply with all of the above requirements to become eligible with the said procurement project

Payment Details:

<i>Banking Institution</i> :	_____
<i>Account Number</i> :	_____
<i>Account Name</i> :	_____
<i>Branch</i> :	_____

FINANCIAL OFFER:

Terms of Payment:

Within Twenty (20) 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 for** the item below. **The information stated below shall be the basis for the evaluation and calculation of your total quotation and does not reflect the guaranteed price.**

CONSULTING SERVICES FOR THE CONDUCT OF THE TECHNICAL ASSISTANCE FOR THE WRITESHOP ON THE DEVELOPMENT OF SURVEY QUESTIONNAIRE FOR THE MARINA SEX-DISAGGREGATED DATA (SDD) ON 15 – 16 OCTOBER 2025	
APPROVED BUDGET FOR THE CONTRACT (ABC) Four Hundred Fifty-Four Thousand Pesos (Php450,000.00) inclusive of all applicable taxes	
PROPOSED BID	
All requirements under the Function Room as mentioned above	_____ <i>(Please indicate Php 0.00 if it is free of charge)</i>
All requirements under the Function Facilities as mentioned above	_____ <i>(Please indicate Php 0.00 if it is free of charge)</i>
All requirements under the Meals and Snacks as mentioned above	_____ <i>(Please indicate Php 0.00 if it is free of charge)</i>
TOTAL OFFERED QUOTATION	In words: _____ _____
	In figures: _____ _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
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.
6. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC 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.
11. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. 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 shall rescind 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.

Signature over Printed Name

Position/Designation



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF CONSULTANCY SERVICES FOR THE TECHNICAL ASSISTANCE FOR THE WRITESHOP ON THE DEVELOPMENT OF SURVEY QUESTIONNAIRE FOR THE MARINA SEX-DISAGGREGATED DATA (SDD)

I. BACKGROUND

The **Maritime Industry Authority (MARINA)**, created pursuant to Presidential Decree No. 474 (1974) and an attached agency of the Department of Transportation (DOTr), wishes to invite interested persons and entities to provide the needed requirements for the provision of **TECHNICAL ASSISTANCE FOR THE WRITESHOP ON THE DEVELOPMENT OF SURVEY QUESTIONNAIRE FOR THE MARINA SEX-DISAGGREGATED DATA (SDD)** which will run for a period of two (2) months and will include a 2-day writeshop to be conducted at a suitable venue within Metro Manila from **15 to 16 October 2025**.

This is also pursuant to Joint Circular No. 2012-01 of the Philippine Commission on Women (PCW), the National Economic and Development Authority (NEDA) and the Department of Budget and Management (DBM) and specific policy guidelines on Gender Mainstreaming and in particular, Executive Order (EO) No. 273 on Approving and Adopting the Philippine Plan for Gender Responsive Development (1995-2025), R.A. 9710 or the Magna Carta of Women.

II. OBJECTIVES

The implementation of this activity will equip the management and the key decision-makers with a comprehensive understanding of the current situation faced by both women and men in the maritime industry. Upon the finalization of the survey instrument, the data collected will serve as a critical foundation for identifying gender-related issues and gaps. These insights will inform the strategic design, implementation, monitoring, and evaluation of programs towards a gender-responsive organization.

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) of the training shall be **FOUR HUNDRED FIFTY THOUSAND PESOS ONLY (P450,000.00)** inclusive of VAT and all applicable taxes and charges, is available for this undertaking which shall be charged against the MARINA Central Office Funds for FY 2025.

IV. SCOPE OF SERVICES

- a. Detailed Work Plan
- b. Deliver a 2-day writeshop on SDD for 47 participants
- c. Conduct a desk review on the conducted survey and available data gathered by the MARINA using the developed survey questionnaire
- d. Conduct an analysis and interpretation of SDD survey responses of MARINA and summary of findings of SDD survey

- e. Provide e-copies/links such as handouts, and/or any digital resources necessary for the workshop/training;
- f. Provide technical assistance and guidance within the duration of this project.

V. TIMETABLE AND DELIVERABLES

The Consultant shall perform the Services outlined herein for a period of two (2) months, commencing upon receipt of the Notice to Proceed (NTP) or any other period as may be subsequently agreed by the parties in writing. The same shall also be responsible to facilitate the training/workshop.

Interventions	Deliverables	Payment tranche upon completion
1. Pre-work and Initial Meeting with the end-user	<ul style="list-style-type: none"> • Work-plan • Programme Design 	50%
2. Facilitate a 2-day writeshop	<ul style="list-style-type: none"> • Deliver a 2-day writeshop on 15-16 October 2025 	
3. Conduct a desk review on the conducted survey and available data gathered by the MARINA using the developed survey questionnaire	<ul style="list-style-type: none"> • Submission of Analysis Report with recommendation in the formulation of policy and design of trainings, projects, activities and programs to MARINA and summary of findings of SDD survey 	50%
4. Conduct an analysis and interpretation of SDD survey responses of MARINA and summary of findings of SDD survey		

VI. QUALIFICATION AND ELIGIBILITY

The Consultant should meet the following qualifications:

1. Specializes in the provision of training on National GAD Planning and Budgeting and Sex-Disaggregated Data;
2. Certification from the PCW as Member of the National GAD Resource Pool;
3. Interested consultants must meet the minimum of each criterion and must have at least a total rating of 70% of all qualification requirements.

CRITERIA	WEIGHT	DOCUMENTARY REQUIREMENTS
Subject Matter Expert		
1. EDUCATIONAL REQUIREMENT	20%	<u>Individuals</u> 1. Curriculum Vitae/PDS 2. Certification from the PCW as Member of the GAD Resource Pool
Education/Academic degree(s)	Doctoral Degree :20% Master's Degree :15% Bachelor's Degree :10%	
2. PROFESSIONAL EXPERIENCE	50%	
Work experience in the conduct of Gender and Development training and facilitation of GAD technical tools and other relevant systems preferably in the government sector	7 years or more :50% 4-6 years :40% 3 years or less :30%	
3. TRAINING	30%	
Has attended and completed relevant training on Gender and Development and certified by the Philippine Commission on Women (PCW) as GAD Resource Pool Member / Independent Consultant	5 or more training :30% 3-4 training :20% Below 3 training :10%	

VII. RESPONSIBILITIES OF THE CONTRACTING PARTIES

a. SERVICE PROVIDER

The **CONSULTANT** shall:

- 1.1. Perform the Project entitled: Consultancy Services for the Development of Survey Questionnaire for Marina Sex-Disaggregated Data (SDD)
- 1.2. Implement a 2-day writeshop for the SDD
- 1.3. Conduct a desk review on the conducted survey and available data gathered by the MARINA using the developed survey questionnaire
- 1.4. Conduct an analysis and interpretation of SDD survey responses of MARINA and summary of findings of SDD survey
- 1.5. Provide e-copies of training materials to each participant used in the learning event;
- 1.6. Submit electronic copies of the learning report, which contains—among others—the highlights of the program, one set of course materials, and learners' outputs;
- 1.7. Inform the MARINA of any changes in the scope and schedule of activities, composition of the project management team, and reportorial requirements; and
- 1.8. Provide an Analysis Report with recommendations for the MARINA SDD.

b. MARINA

To meet the requirements for the conduct of the abovementioned activity through an official mandated office/unit for project planning - the Project Planning and Development Division (PPDD) shall:

- 1.1. Comply with the administrative and logistical requirements of onsite working sessions, including but not limited to inspection of project sites, land travel expenses, food and accommodation of no more than five (5) personnel from the consultancy firm/training provider;
- 1.2. Comply with the documentary requirements and other deliverables in a timely manner;
- 1.3. Reimburse reasonable expenses cost by necessary logistical requirements incurred by the consultant on its behalf, which shall be supported by official receipts; and
- 1.4. Fulfill other additional requirements related to the successful conduct of the set of training.

VIII. CONFIDENTIALITY

1. All materials produced or acquired under the terms of this consultancy shall remain the property of the MARINA.
2. The MARINA, furthermore, retains the exclusive right to publish and disseminate the reports, studies and outputs arising from such materials even after the termination of the consultancy.
3. The intellectual property rights in any work or material used in this project shall remain with the consultant/s or their party created independently of this project shall remain with the consultant/s or third party and may not be used without prior written consent of the consultant/s or third party or for any purpose other than the implementation thereof.
4. Uphold strict confidentiality of all information that will arise on all materials/information discussed during the course of the work and adhere to the rules under the Data Privacy Act of 2012 (RA 10173) and the PRC Policy on Data Privacy.

IX. TERMS OF PAYMENT

1. Payment shall be made upon the completion/submission of the outputs as indicated in the Part V. Timetable and Deliverable;
2. Send Bill Arrangement;
3. Within the fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account;
4. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and
5. 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.
6. 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.

7. 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.
8. In order to protect the interest of the Philippine Government, the MARINA may refuse payment when there is evident failure by the Provider/Consultant to comply with the terms and conditions in the delivery of services agreed hereto.

X. OFFICIAL CONTACT

PRECILA C. JARA

Director II

Planning and Policy Service

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

Port Area, Manila

Email Address: pps@marina.gov.ph

Prepared by:


MS. MELINDA E. VALDERAMA
OIC-Chief, Project Planning and
Development Division

Approved by:


MS. PRECILA C. JARA
Director II
Planning and Policy Service