



## 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), invites interested suppliers to submit quotation for the **PROCUREMENT OF AIR TRAVEL MANAGEMENT SERVICES FOR THE SECRETARY GENERAL OF THE INTERNATIONAL MARITIME ORGANIZATION (IMO), ARSENIO DOMINGUEZ TO ATTEND THE PHILIPPINES' HOSTING OF THE REGIONAL FORUM ON THE EFFECTIVE IMPLEMENTATION OF THE STCW CONVENTION CODE IN MANILA FROM 17 TO 19 FEBRUARY 2026**, pursuant to Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009 or The New Government Procurement Act. The Approved Budget for the Contract (ABC) is **One Million Five Hundred Thousand Pesos (P1,500,000.00) inclusive of all applicable taxes and any other fees.**

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 noon** of **04** February 2026, 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, 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. Valid Mayor's/Business Permit
- b. Valid PhilGEPS Registration
- c. Valid Income/Business Tax Return (ITR)

The Supplier/ Service Provider with the Single/Lowest Calculated Quotation shall submit its Omnibus Sworn Statement GPPB – Prescribed forms within a non-extendible period of five (5) calendar days from the receipt of the notice of 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)												
<p style="text-align: center;"><b>PROCUREMENT OF AIR TRAVEL MANAGEMENT SERVICES FOR THE SECRETARY GENERAL OF THE INTERNATIONAL MARITIME ORGANIZATION (IMO), ARSENIO DOMINGUEZ TO ATTEND THE PHILIPPINES’ HOSTING OF THE REGIONAL FORUM ON THE EFFECTIVE IMPLEMENTATION OF THE STCW CONVENTION CODE IN MANILA FROM 17 TO 19 FEBRUARY 2026</b></p> <p><b>Specifications/Deliverables:</b></p> <table border="1" data-bbox="159 705 901 1832"> <tr> <td data-bbox="159 705 367 824">Host</td> <td data-bbox="367 705 901 824">The Republic of the Philippines, through the Maritime Industry Authority (MARINA)</td> </tr> <tr> <td data-bbox="159 824 367 891">Destination</td> <td data-bbox="367 824 901 891">Ninoy Aquino International Airport</td> </tr> <tr> <td data-bbox="159 891 367 952">Arrival Date</td> <td data-bbox="367 891 901 952">16 February 2026</td> </tr> <tr> <td data-bbox="159 952 367 1064">Conference Proper</td> <td data-bbox="367 952 901 1064">17-19 February 2026</td> </tr> <tr> <td data-bbox="159 1064 367 1169">Departure Date</td> <td data-bbox="367 1064 901 1169">19 February 2026</td> </tr> <tr> <td data-bbox="159 1169 367 1832">Profile of the Delegate</td> <td data-bbox="367 1169 901 1832">Mr. Arsenio Antonio Domínguez Velasco, the tenth IMO Secretary-General on January 1, 2024, with over 30 years in the global maritime sector. Initially representing Panama, he held leadership roles in various IMO committees and was elected Chair of several key intergovernmental meetings. Mr. Domínguez joined the IMO in 2017, serving as Chief of Staff and Administrative Director, leading the organization during the COVID-19 pandemic. He was elected Secretary-General in July 2023 for a four-year term from 2024 to 2027.</td> </tr> </table>	Host	The Republic of the Philippines, through the Maritime Industry Authority (MARINA)	Destination	Ninoy Aquino International Airport	Arrival Date	16 February 2026	Conference Proper	17-19 February 2026	Departure Date	19 February 2026	Profile of the Delegate	Mr. Arsenio Antonio Domínguez Velasco, the tenth IMO Secretary-General on January 1, 2024, with over 30 years in the global maritime sector. Initially representing Panama, he held leadership roles in various IMO committees and was elected Chair of several key intergovernmental meetings. Mr. Domínguez joined the IMO in 2017, serving as Chief of Staff and Administrative Director, leading the organization during the COVID-19 pandemic. He was elected Secretary-General in July 2023 for a four-year term from 2024 to 2027.			
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**SCOPE OF SERVICES OF THE SERVICE PROVIDER/TRAVEL AGENT**

1. Act as a reservation and ticketing agent for the MARINA Organizing Committee (MOC) relative to IMO Secretary-General Arsenio Dominguez.
2. Provide coordination services relative to the air ticket requirements of the aforementioned delegate with the airlines particularly on his preferred flight schedule, airport origin, and airline of choice (in case two or more airlines are servicing the same route).
3. Reserve, book, pay and issue round-trip economy/business air tickets for the Officially Sponsored Delegate from any destination en route to MANILA not covered by any or all of the airlines.
4. Facilitate payment for any ticket associated cost such as taxes, surcharges and any air-related ticket costs not covered by the sponsorship agreement and effect its issuance to the hosted delegate.
5. Reservation and ticketing by the service provider shall ensure prompt issuance of tickets for the delegate.

**SPECIFIC REQUIREMENTS**

1. Reservation and Ticketing Requirements:

One (1) Business Class Round Trip Air ticket for the Secretary General of the International Maritime Organization (IMO), Arsenio Dominguez to attend the Regional Forum on the Effective Implementation of the STCW Convention Code from the originating country to Manila and vice versa. The Service Provider must provide quotations and issue tickets based on the approved itinerary.

2. Period of Travel:

Period of travel is anytime between 15 to 16 of February 2026 or earlier as required and approved by the HoPE.

The number of full payment air tickets may vary greatly with the entry airlines, after which, the Service Provider is expected to draw business only from travel facilitation services for the delegate assisted and charge the MARINA accordingly, as follows:

2.1 Airline reservation and ticketing fee- a flat fee regardless of the dollar/peso amount of the transaction. This can be in form of:

a. Airline reservation and ticketing fee- the service provider charges a fee for creating an airline reservation and issuing an airline ticket or E-ticket for a client.

b. Airline Cancellation and Refund Fee. This is a fee for cancelling and refunding an airline reservation on behalf of the client

3. Airline Ticketing Services and Coordination:

3.1 The Service Provider shall ensure:

a. **Transparency:** There will be clear tracking mechanism of travel by class, route, airlines, etc. All travel related expenses should be reported through a dashboard mechanism, ensuring that all dates are visualized in order to monitor that all hosted delegates are promptly issued their tickets while monitoring the travel spend and that all transactions are fully itemized, and payments are reconciled against individual travel.

b. **Better Control:** The service is expected to provide the best convenient route, airline and at fairly reasonable airfare rates, subject to flight availability at the time of booking, travel days, stopovers, routes and other reasonable considerations as may be determined in direct coordination with the airline. There should be a tracking mechanism in place for unused tickets as well as travel itinerary changes and cancellations.

3.2 The Service Provider is expected to:

a. Provide proposed itineraries/options to the delegate as provided in 7.3.4.

b. Promptly issue and deliver tickets and detailed itinerary (in printed and electronic format) to both MOC and the IMO Secretary General.

b.1 Standard bookings: Tickets must be issued within 24 hours upon confirmed request.

b.2 Urgent bookings: Tickets must be issued within 3 hours.

c. Provide regular daily feedback on the status of the flight for waiting-listed bookings;

d. Reconfirm and revalidate airlines ticket; and

e. Provide information on ticket schedules.

3.3 The IMO Secretary General should be able to access the itinerary across various devices (online through mobile or tablet, among others).

3.4 The MOC should provide the Service Provider with the details of the IMO Secretary General for flight booking, coordination and issuance (see attached Annex A).

3.5 The Committee handling the Visit of the Secretary General shall assign a focal team/person to handle requests and requirements and shall be available to respond to urgent queries outside of business hours, during weekends and/or national holidays. Official email address/es and contact numbers should be provided for coordination and ticket issuances and must be open to attend meetings when required.

#### 4. Terms and Conditions of the Ticket

4.1 The ticket must be re-bookable/refundable;

4.2 The ticket includes all applicable taxes, surcharges and other airline-related air ticket cost, etc.;

4.3 The airline tickets must include an allowable baggage per ticket category. Hosted delegates will pay for any excess of the allowed luggage/kilo allowance, and upgrade to business class, except for

hosted delegates entitled to fly via business class;

4.4 The Service Provider should provide most direct and economical class fares and research alternative itineraries with the same and different airlines taking into consideration flight availability at the time of booking, travel days, stopovers, routes, and other reasonable consideration as may be determined;

4.5A minimum of three (3) flight options, excluding low-cost carriers or budget airlines, shall be provided for the covered trip. The delegate shall be consulted and advised of the most appropriate available options.

5. Travel Cancellation/Rebooking  
The Service Provider shall:

5.1 Assist with changes, re-routing or cancellation requested by the hosted delegates and re-issue tickets in conformity with such request;

5.2 Immediately process refunds for cancelled travel, unutilized prepaid tickets, and credit these to the MARINA account as expeditiously as possible;

5.3 Take care that cancellation fees and change reservation date charges imposed by airlines are avoided.

5.4 Report back to MOC on the status of the ticket refund.

6. Management Reporting System  
The Service Provider shall:

6.1 Consolidate all travel data into one report which can be downloaded automatically at any time; and

6.2 Produce travel summary analytics of the IMO Secretary General and call the attention of the MOC to any circumstances that may occur.

<p><b>QUALIFICATIONS OF THE SERVICE PROVIDER</b></p> <p>a. The Service Provider is an accredited International Air Transport Association (IATA) Travel Agency duly licensed in the Philippines;</p> <p>b. The Service Provider has a good track record of providing event requirements to international organizations and global events, evidenced by certificates of recognition, awards, letters of recommendations or equivalent documents from previous clients or organizations;</p> <p>c. The Service Provider must have experience in managing travel booking for United Nations Development Program (UNDP) /International Maritime Organization (IMO)/or other United Nations agencies or affiliated bodies;</p> <p>d. The Service Provider is Department of Tourism (DOT) accredited;</p>	
<p><b>PAYMENT TERMS:</b> <i>(Government terms 15-30 CD)</i></p>	<p>Within Fifteen – Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA</p>
<p><b>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</b></p>	

**FINANCIAL OFFER**

<p><b><u>Terms of Payment:</u></b></p> <p><i>Within Fifteen-thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA</i></p>
<p><b><u>Payment Details:</u></b></p> <p><i>Banking Institution :</i> _____</p> <p><i>Account Number :</i> _____</p> <p><i>Account Name</i> <i>(should be the exact account name as registered in the bank):</i> _____</p> <p><i>Bank Branch :</i> _____</p>

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

<b>PROCUREMENT OF AIR TRAVEL MANAGEMENT SERVICES FOR THE SECRETARY GENERAL OF THE INTERNATIONAL MARITIME ORGANIZATION (IMO), ARSENIO DOMINGUEZ TO ATTEND THE PHILIPPINES' HOSTING OF THE REGIONAL FORUM ON THE EFFECTIVE IMPLEMENTATION OF THE STCW CONVENTION CODE IN MANILA FROM 17 TO 19 FEBRUARY 2026</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>One Million Five Hundred Thousand Pesos (P1,500,000.00) inclusive of all applicable taxes and any other fees</b>	<p>In words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In figures:</p> <p>_____</p> <p>_____</p>

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

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

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

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