



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY
REQUEST FOR QUOTATION

Date: _____

RFQ No.: PD-2026-015

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 **Engagement of Consultant for the Conduct of Risk Management Training for Maritime Industry Authority (MARINA) Personnel**, pursuant to Section 34 Small Value Procurement of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009 otherwise known as The New Government Procurement Act (NGPA). The Approved Budget for the Contract (ABC) is Two Hundred Forty Thousand Pesos (Php 240,000.00) inclusive of all taxes and any other applicable 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 07 May 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, 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 and Responsive Quotation shall submit Notarized Omnibus Sworn Statement and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf. 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 in accordance with Section 70 of the IRR of RA No. 12009.

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)
<p>Engagement of Consultant for the Conduct of Risk Management Training for Maritime Industry Authority (MARINA) Personnel</p> <p>SCOPE OF SERVICES/DELIVERABLES</p> <p>The following are the Scope of Services of the Training Provider:</p> <p style="padding-left: 40px;">1. Deliver lectures on topics relevant to Risk Management to the MARINA personnel;</p>			

<ol style="list-style-type: none"> 2. Present case studies on Risk Management, and administer an in-depth examination of a specific case study; and 3. Facilitate a series of group exercises and discussions (workshops) among training participants 4. Certification of participants upon successful completion 5. Conduct of training for thirty (30) participants per batch in two batches for 2 days 6. Provision of training materials (manual, handouts, templates) 7. Issuance of training certificates of completion recognized by the ISO standards 8. Submission of post-training report, including evaluation and results and recommendations, as well as the draft Risk Management Plan. 																					
<p>EXPECTED OUTPUTS, DELIVERABLES, AND TIMELINES</p>	<p>Statement of Compliance (“Comply” or “Not Comply”)</p>																				
<table border="1" data-bbox="156 965 932 1655"> <thead> <tr> <th>Course Contents</th> <th>Activities</th> <th>Duration</th> <th>Deliverables</th> </tr> </thead> <tbody> <tr> <td>Introduction to Risk Management</td> <td>Lecture and discussion</td> <td rowspan="7">2 days (16 hours, 2 batches)</td> <td rowspan="7"> <ul style="list-style-type: none"> • Presentation slides • Reference materials • Draft Risk Management Plan </td> </tr> <tr> <td>Risk Management process</td> <td>Lecture and discussion</td> </tr> <tr> <td>Recording of the Risk Management process</td> <td>Lecture, discussion</td> </tr> <tr> <td>Using risk assessment forms</td> <td>Lecture, discussion</td> </tr> <tr> <td>Risk assessment methods</td> <td>Lecture, discussion</td> </tr> <tr> <td>Drafting of Risk Management Plan</td> <td>Group exercises and workshop/write shop</td> </tr> </tbody> </table> <p><i>Note: Reference materials may include copies of case studies, handouts, and other relevant materials that may further enhance the delivery of lectures and discussion</i></p>	Course Contents	Activities	Duration	Deliverables	Introduction to Risk Management	Lecture and discussion	2 days (16 hours, 2 batches)	<ul style="list-style-type: none"> • Presentation slides • Reference materials • Draft Risk Management Plan 	Risk Management process	Lecture and discussion	Recording of the Risk Management process	Lecture, discussion	Using risk assessment forms	Lecture, discussion	Risk assessment methods	Lecture, discussion	Drafting of Risk Management Plan	Group exercises and workshop/write shop			
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<p>MARINA REQUIREMENTS</p>	<p>Statement of Compliance (“Comply” or “Not Comply”)</p>																				
<p>The provider shall comply with the following:</p> <ol style="list-style-type: none"> 1. Copy of PhilGEPS Registration 2. Mayor’s/Business Permit 3. Omnibus Sworn Statement; and 																					

<ol style="list-style-type: none"> 4. Shall have a Trainor/Facilitator with at least two (2) similar trainings in any government agency 5. Must have no pending case against the government of the Philippines 							
<p>QUALIFICATIONS AND ELIGIBILITY</p>	<p>Statement of Compliance (“Comply” or “Not Comply”)</p>						
<p>The training provider must meet the following qualifications:</p> <ol style="list-style-type: none"> 1. The following persons or entities shall be allowed to participate in the bidding for Consulting Services: <ol style="list-style-type: none"> a. Duly licensed Filipino citizens or sole proprietorships b. Partnerships duly organized under the laws of the Philippines and of which at least 60% of the interest belongs to citizens of the Philippines; c. Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding d. Cooperatives duly organized under the laws of the Philippines; or e. Persons or entities forming themselves into a joint venture, i.e. a group of two (2) or more persons or entities that intend to be jointly and severally liable for a particular contract. 2. At least 10 years experience in delivering lectures on Risk Management and its other relevant topics 3. At least 10 years experience in performing consultancy services on Risk Management, specifically in the preparation of manuals, guidelines, or operational risk management framework for government agencies and/or in the private sector 4. Possessed ISO Accreditation or Certification on Risk Management 5. Complied with the government-mandated requirements to legally operate as a business entity (i.e., business permit), and the training provider’s office or institution is located in any city within Metro Manila (National Capital Region) 6. Must be a highly competent and qualified professional with the following qualifications supported by his/her Curriculum Vitae, Transcript of Record (TOR), Certificate of Completion or Diploma, and Certification of Projects Completed (Table 1). <p>Table 1. Criteria for Selection of Consultant</p> <table border="1" data-bbox="159 1904 933 2069"> <thead> <tr> <th data-bbox="159 1904 545 1939">CRITERIA</th> <th data-bbox="545 1904 933 1939">WEIGHT</th> </tr> </thead> <tbody> <tr> <td data-bbox="159 1939 545 1975">1. Educational Requirement</td> <td data-bbox="545 1939 933 1975">20%</td> </tr> <tr> <td data-bbox="159 1975 545 2069">Educational/Academic Degree</td> <td data-bbox="545 1975 933 2069"> Doctoral Degree: 20% Master’s Degree: 15% Bachelor’s Degree: 10% </td> </tr> </tbody> </table>	CRITERIA	WEIGHT	1. Educational Requirement	20%	Educational/Academic Degree	Doctoral Degree: 20% Master’s Degree: 15% Bachelor’s Degree: 10%	
CRITERIA	WEIGHT						
1. Educational Requirement	20%						
Educational/Academic Degree	Doctoral Degree: 20% Master’s Degree: 15% Bachelor’s Degree: 10%						

2. Professional Experience 50%		
Work experience in developing risk management frameworks preferably in the public sector	25% 10 years or more: 25% 7-9 years: 20% Below 7 years: 15%	
Work experience with other government agencies implementing the risk management framework, which includes activities, but not limited to the following: (1) Development of Risk Assessment Forms; and (2) Preparation of Risk Management Manual/Plan	25% 10 years or more: 25% 7-9 years: 20% Below 7 years: 15%	
Relevant work experience in managing/conducting trainings, preferably on Risk Management	Relevant work experience in managing/conducting trainings, preferably on Risk Management	
3. Training 30%		
Has attended and completed relevant trainings on Risk Management	30% 5 or more trainings: 25% 3-4 trainings: 20% Below 3 trainings: 15%	
The selection and evaluation of the qualified and eligible bidder shall be in accordance with the procedures stated in Section 62.2.1.1 (Quality-Based Evaluation Procedure) of the Implementing Rules and Regulations of Republic Act No. 12009.		
SUPERVISION AND REPORTING		Statement of Compliance (“Comply” or “Not Comply”)
The training provider shall work under the supervision of the Director II of the Planning and Policy Services (PPS) of the MARINA. Reports and training deliverables shall be submitted to the Director II for review and approval.		
CONFIDENTIALITY AND OWNERSHIP		Statement of Compliance (“Comply” or “Not Comply”)
All outputs, data, and documents produced under this training shall become the property of the MARINA. The training provider shall maintain confidentiality and shall not disclose any information obtained in the course of the engagement as a trainer without prior written consent to the MARINA’s Data Protection Officer (DPO).		
TERMS OF PAYMENT		Statement of Compliance (“Comply” or “Not Comply”)
a. Send Bill Arrangement;		

- b. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account;
- c. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- d. The supplier shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier; and
- e. In consideration of the services of the Training Provider, the MARINA shall make payments in accordance with the following schedule:

Activity	Schedule of Payment
1) Submission of Training Report, Draft Risk Management Plan and Certificate of Training for the 1 st Batch	50% of approved contract price
2) Submission of Training Report, Draft Risk Management Plan and Certificate of Training for the 2 nd Batch	50% of approved contract price

- f. To protect the interest of the Philippine Government, the MARINA may refuse payment when there is evident failure by the Training Provider / Facilitator to comply with the terms and conditions in the delivery of services agreed hereto.

Payment Details:

Banking Institution : _____

Account Number : _____

*Account Name
(should be the exact account
name as registered in the
bank):* _____

Bank Branch : _____

FINANCIAL OFFER

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.

ENGAGEMENT OF CONSULTANT FOR THE CONDUCT OF RISK MANAGEMENT TRAINING FOR MARITIME INDUSTRY AUTHORITY (MARINA) PERSONNEL	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Two Hundred Forty Thousand Pesos (Php240,000.00)	<i>In words:</i> _____ _____ <i>In figures:</i> _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es