



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7499078
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1st QUARTER 2021) (3RD POSTING)
Area of Delivery Metro Manila

| | | | |
|--|---|------------------------------|---------------------|
| Solicitation Number: | 2021-02-041 | Status | Pending |
| Trade Agreement: | Implementing Rules and Regulations | | |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Associated Components | 1 |
| Classification: | Goods | Bid Supplements | 0 |
| Category: | Office Equipment | | |
| Approved Budget for the Contract: | PHP 164,360.00 | Document Request List | 0 |
| Delivery Period: | 7 Day/s | | |
| Client Agency: | | | |
| Contact Person: | Atty. Maximo I. Bañares The BAC Chairperson MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 2021marinabac@gmail.com | Date Published | 25/02/2021 |
| | | Last Updated / Time | 24/02/2021 14:25 PM |
| | | Closing Date / Time | 03/03/2021 13:00 PM |
| Description PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1st QUARTER 2021) (3RD POSTING) Please see attached file. You may visit our website at: marina.gov.ph (under transparency tab) | | | |

Created by Atty. Maximo I. Bañares
Date Created 24/02/2021

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REQUEST FOR QUOTATION

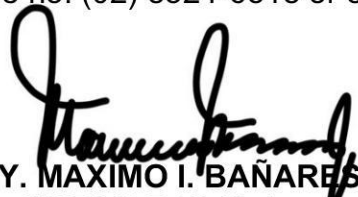
The Maritime Industry Authority (MARINA) – Bids and Awards Committee (BAC), will undertake a Small Value Procurement for the **PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1ST QUARTER 2021) (3RD POSTING)** for FY 2021 in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184

Please quote your **best offer** for the item described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your representative **not later than (03 March 2021 , 01:00 P.M.)** at the MARINA Record Section, 2nd Floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila, Philippines. Open submission may be submitted, manually or through email at 2021marinabac@gmail.com with the Subject Title: Quotation Re. **PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1ST QUARTER 2021) (3RD POSTING)**

A copy of your **2021 Business/Mayor's Permit** ¹**PhilGEPS Registration Number** and **Latest Income Tax Return** are required to be submitted along with your quotation/proposal.

An **Omnibus Sworn Statement**² shall also be required prior to award.

For any clarification, you may contact us at telephone no. (02) 8524-6518 or email address at 2021marinabac@gmail.com


ATTY. MAXIMO I. BAÑARES, JR.
MARINA BAC Chairperson

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB No. 09-2020.

DATE: _____

NAME OF COMPANY:

ADDRESS:

COMPANY ADDRESS:

COMPANY TIN NUMBER:

PHILGEPS REGISTRATION NUMBER:

NAME OF REPRESENTATIVE &
DESIGNATION:

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.

Bidder's must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each specification.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

| PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1ST QUARTER 2021) | | | | | | |
|--|------|---|-----|-----------|------------|----------------------------------|
| Item No. | Unit | Specification | Qty | Unit Cost | Total Cost | Bidder's Statement of Compliance |
| 1 | ream | Paper, Multi-Purpose (copy) Legal, 70gsm | 150 | | | |
| 2 | ream | Paper, Multi-Purpose (copy) A4, 70gsm | 150 | | | |
| 3 | book | Record Book, 500 pages size: 214mm x 278mm min | 50 | | | |
| 4 | pack | Toilet Tissue Paper, 2-ply (12 rolls /pack) | 150 | | | |
| 5 | pack | Battery, dry cell, AA, 2 pcs per blister pack | 45 | | | |
| 6 | pack | Battery, dry cell, AAA, 2 pcs per blister pack | 45 | | | |
| 7 | box | Staple Wire, Standard, (26/6) | 90 | | | |
| 8 | roll | Tape, Masking, width 24mm | 55 | | | |
| 9 | roll | Tape, Masking, width 48mm | 55 | | | |
| 10 | roll | Tape, Packaging, width 48mm | 55 | | | |
| 11 | roll | Tape, Transparent, width 24mm | 55 | | | |
| 12 | roll | Tape, Transparent, width 48mm | 55 | | | |
| 13 | pcs | Flash Drive, 16GB capacity | 25 | | | |
| 14 | set | Marker, Fluorescent, 3 assorted color per set (yellow/green/orange) | 50 | | | |
| 15 | pc | Marker, whiteboard, black, felt tip, bullet type | 50 | | | |
| 16 | pc | Marker, whiteboard, blue, felt tip, bullet type | 50 | | | |
| 17 | pc | Marker, Permanent, black, bullet type | 75 | | | |
| 18 | pc | Marker, Permanent, blue, bullet type | 75 | | | |
| 19 | box | Paper Clip, vinyl/plastic coat, length:32mm min | 25 | | | |

| | | | | | | |
|----|-----|--|-----|--|--|--|
| 20 | box | Paper Clip, vinyl/plastic coat, length:50mm min | 25 | | | |
| 21 | pcs | Scissors, symmetrical, blade length: 65mm min | 20 | | | |
| 22 | pcs | Staple Remover, plier type | 20 | | | |
| 23 | box | Clip, Back fold, all metal clamping:25mm | 40 | | | |
| 24 | box | Clip, Back fold, all metal clamping 50mm | 40 | | | |
| 25 | pcs | Correction Tape, film base type, UL 6m min | 100 | | | |
| 26 | set | File Tab Divider, Bristol board, for A4 (10pcs/set) white | 30 | | | |
| 27 | set | File Tab Divider, Bristol board, for Legal (10pcs/set) white | 30 | | | |
| 28 | box | Folder, Pressboard, size:240mm x 370mm (100pcs/pack) | 9 | | | |
| 29 | box | Folder, Tagboard, for A4 size documents (100pcs/pack) | 10 | | | |
| 30 | box | Folder, Tagboard, for Legal size documents(100pcs/pack) | 10 | | | |
| 31 | box | Index Tab, self-adhesive, transparent | 25 | | | |
| 32 | pc | Sign Pen, liquid/gel 0.5m needle tip- black | 100 | | | |
| 33 | pc | Sign Pen, liquid/gel 0.5m needle tip- blue | 100 | | | |
| 34 | pc | Ball Pen, black | 500 | | | |
| 35 | pc | Ball Pen, blue | 500 | | | |

**The above quoted prices are inclusive of all costs and applicable taxes.*

The delivery schedule expressed as week/months stipulates hereafter a delivery date which is the date to the project site.

| PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1ST QUARTER 2021) | | | | |
|---|-------------|---|------------|--|
| Item No. | Unit | Specification | Qty | Delivery Date** |
| 1 | ream | Paper, Multi-Purpose (copy) Legal, 70gsm | 150 | The delivery shall be seven (7) calendar days from the receipt of Notice to Proceed (NTP) and Purchase Order (PO). |
| 2 | ream | Paper, Multi-Purpose (copy) A4, 70gsm | 150 | |
| 3 | book | Record Book, 500 pages size: 214mm x 278mm min | 50 | |
| 4 | pack | Toilet Tissue Paper, 2-ply (12 rolls /pack) | 150 | |
| 5 | pack | Battery, dry cell, AA, 2 pcs per blister pack | 45 | |
| 6 | pack | Battery, dry cell, AAA, 2 pcs per blister pack | 45 | |
| 7 | box | Staple Wire, Standard, (26/6) | 90 | |
| 8 | roll | Tape, Masking, width 24mm | 55 | |
| 9 | roll | Tape, Masking, width 48mm | 55 | |
| 10 | roll | Tape, Packaging, width 48mm | 55 | |
| 11 | roll | Tape, Transparent, width 24mm | 55 | |
| 12 | roll | Tape, Transparent, width 48mm | 55 | |
| 13 | pcs | Flash Drive, 16GB capacity | 25 | |
| 14 | set | Marker, Fluorescent, 3 assorted color per set (yellow/green/orange) | 50 | |
| 15 | pc | Marker, whiteboard, black, felt tip, bullet type | 50 | |
| 16 | pc | Marker, whiteboard, blue, felt tip, bullet type | 50 | |
| 17 | pc | Marker, Permanent, black, bullet type | 75 | |
| 18 | pc | Marker, Permanent, blue, bullet type | 75 | |
| 19 | box | Paper Clip, vinyl/plastic coat, length:32mm min | 25 | |
| 20 | box | Paper Clip, vinyl/plastic coat, length:50mm min | 25 | |
| 21 | pcs | Scissors, symmetrical, blade length: 65mm min | 20 | |
| 22 | pcs | Staple Remover, plier type | 20 | |
| 23 | box | Clip, Back fold, all metal clamping:25mm | 40 | |
| 24 | box | Clip, Back fold, all metal clamping 50mm | 40 | |
| 25 | pcs | Correction Tape, film base type, UL 6m min | 100 | |
| 26 | set | File Tab Divider, Bristol board, for A4 (10pcs/set) white | 30 | |
| 27 | set | File Tab Divider, Bristol board, for Legal (10pcs/set) white | 30 | |
| 28 | box | Folder, Pressboard, size:240mm x 370mm (100pcs/pack) | 9 | |
| 29 | box | Folder, Tagboard, for A4 size documents (100pcs/pack) | 10 | |
| 30 | box | Folder, Tagboard, for Legal size documents(100pcs/pack) | 10 | |
| 31 | box | Index Tab, self-adhesive, transparent | 25 | |
| 32 | pc | Sign Pen, liquid/gel 0.5m needle tip- black | 100 | |
| 33 | pc | Sign Pen, liquid/gel 0.5m needle tip- blue | 100 | |
| 34 | pc | Ball Pen, black | 500 | |
| 35 | pc | Ball Pen, blue | 500 | |

FINANCIAL OFFER:

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

| PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1ST QUARTER 2021) | |
|--|---|
| Approved Budget for the Contract (ABC) | Total Offered Quotation |
| One Hundred Sixty-Four Thousand Three Hundred Sixty Pesos (Php164,360.00) | In words: _____ _____ _____ In figures: _____ _____ _____ _____ |

PAYMENT DETAILS:

| |
|----------------------------|
| Banking Institution: _____ |
| Account Number: _____ |
| Account Name: _____ |
| Branch: _____ |

| |
|---|
| _____ 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. 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.
10. **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.**
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 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



PURCHASE REQUEST

| | |
|--------------------------------------|------------------------------|
| Office: <u>STCW OFFICE</u> | PR No. : <u>2021-02-035</u> |
| Division/Section: <u>ASD</u> | SAI No. : <u>FEB 03 2021</u> |
| Date Request: <u>28 January 2021</u> | |

| Item No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|----------|------|---|----------|-----------|------------|
| 1 | ream | Paper, Multi-Purpose (copy) Legal, 70gsm | 150 | 200.00 | 30,000.00 |
| 2 | ream | Paper, Multi-Purpose (copy) A4, 70gsm | 150 | 175.00 | 26,250.00 |
| 3 | book | Record Book, 500 pages size: 214mm x 278mm min | 50 | 100.00 | 5,000.00 |
| 4 | pack | Toilet Tissue Paper, 2-ply (12 rolls /pack) | 150 | 175.00 | 26,250.00 |
| 5 | pack | Battery, dry cell, AA, 2 pcs per blister pack | 45 | 36.00 | 1,620.00 |
| 6 | pack | Battery, dry cell, AAA, 2 pcs per blister pack | 45 | 25.00 | 1,125.00 |
| 7 | box | Staple Wire, Standard, (26/6) | 90 | 40.00 | 3,600.00 |
| 8 | roll | Tape, Masking, width 24mm | 55 | 55.00 | 3,025.00 |
| 9 | roll | Tape, Masking, width 48mm | 55 | 105.00 | 5,775.00 |
| 10 | roll | Tape, Packaging, width 48mm | 55 | 30.00 | 1,650.00 |
| 11 | roll | Tape, Transparent, width 24mm | 55 | 20.00 | 1,100.00 |
| 12 | roll | Tape, Transparent, width 48mm | 55 | 30.00 | 1,650.00 |
| 13 | pcs | Flash Drive, 16GB capacity | 25 | 400.00 | 10,000.00 |
| 14 | set | Marker, Fluorescent, 3 assorted color per set (yellow/green/orange) | 50 | 75.00 | 3,750.00 |
| 15 | pc | Marker, whiteboard, black, felt tip, bullet type | 50 | 23.00 | 1,150.00 |
| 16 | pc | Marker, whiteboard, blue, felt tip, bullet type | 50 | 23.00 | 1,150.00 |
| 17 | pc | Marker, Permanent, black, bullet type | 75 | 25.00 | 1,875.00 |
| 18 | pc | Marker, Permanent, blue, bullet type | 75 | 25.00 | 1,875.00 |
| 19 | box | Paper Clip, vinyl/plastic coat, length:32mm min | 25 | 15.00 | 375.00 |
| 20 | box | Paper Clip, vinyl/plastic coat, length:50mm min | 25 | 25.00 | 625.00 |
| 21 | pcs | Scissors, symmetrical, blade length: 65mm min | 20 | 45.00 | 900.00 |
| 22 | pcs | Staple Remover, plier type | 20 | 45.00 | 900.00 |
| 23 | box | Clip, Back fold, all metal clamping:25mm | 40 | 30.00 | 1,200.00 |
| 24 | box | Clip, Back fold, all metal clamping 50mm | 40 | 35.00 | 1,400.00 |
| 25 | pcs | Correction Tape, film base type, UL 6m min | 100 | 20.00 | 2,000.00 |
| 26 | set | File Tab Divider, Bristol board, for A4 (10pcs/set) white | 30 | 23.00 | 690.00 |
| 27 | set | File Tab Divider, Bristol board, for Legal (10pcs/set) white | 30 | 25.00 | 750.00 |
| 28 | box | Folder, Pressboard, size:240mm x | 9 | 950.00 | 8,550.00 |

| | | | | | |
|----|-----|---|-----|--------|-------------------|
| | | 370mm (100pcs/pack) | | | |
| 29 | box | Folder, Tagboard, for A4 size documents (100pcs/pack) | 10 | 350.00 | 3,500.00 |
| 30 | box | Folder, Tagboard, for Legal size documents(100pcs/pack) | 10 | 400.00 | 4,000.00 |
| 31 | box | Index Tab, self-adhesive, transparent | 25 | 65.00 | 1,625.00 |
| 21 | pc | Sign Pen, liquid/gel 0.5m needle tip- black | 100 | 25.00 | 2,500.00 |
| 33 | pc | Sign Pen, liquid/gel 0.5m needle tip- blue | 100 | 25.00 | 2,500.00 |
| 34 | pc | Ball Pen, black | 500 | 6.00 | 3,000.00 |
| 35 | pc | Ball Pen, blue | 500 | 6.00 | 3,000.00 |
| | | X-X-X-X-X-X-X | | | 164,360.00 |

Requisitioning Officer

Signature:

Printed Name:

ENGR. NANNETTE Z. VILLAMOR-DINOPOL

Designation

Deputy Administrator for Operations
And Officer-in-charge, Executive Director
STCW Office 4920

Purpose: For official use of the different STCW Offices (for 1st Quarter 2021)

Note:

The items are currently not available from PS-DBM. Said items will be procured from other sources/suppliers.

CERTIFICATION



FUNDS AVAILABLE



NO FUNDS AVAILABLE

RALPH A. NARVAEZ

Chief, Budget Division



Approved



Disapproved

PR Approver

Signature:

Printed Name:

VADM ROBERT A EMPREDAD AFP (Ret)

Designation

Administrator

Note: Please indicate specific purpose other than "for official use of the Office."
(e.g. monthly regular supplies, as per APP. special projects, etc.)

TERMS OF REFERENCE FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS

1. INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities for the following:

| Contract Package | Description | Qty | Unit |
|------------------|---|-----|------|
| 1 lot | 1. Record Book, 500 pages size: 214mm x 278mm min | 50 | book |
| | 2. Toilet Tissue Paper, 2-ply (12 rolls/pack) | 150 | pack |
| | 3. Battery, dry cell, AA, 2 pcs per blister pack | 45 | pack |
| | 4. Battery, dry cell, AAA, 2 pcs per blister pack | 45 | pack |
| | 5. Staple Wire, Standard, (26/6) | 90 | box |
| | 6. Tape, Masking, width 24mm | 55 | roll |
| | 7. Tape, Masking, width 48mm | 55 | roll |
| | 8. Tape, Packaging, width 48mm | 55 | roll |
| | 9. Tape, Transparent, width 24mm | 55 | roll |
| | 10. Tape, Transparent, width 48mm | 55 | roll |
| | 11. Flash Drive, 16GB capacity | 25 | pc |
| | 12. Marker, Fluorescent, 3 assorted color per set (yellow/green/orange) | 50 | set |
| | 13. Marker, whiteboard, black, felt tip, bullet type | 50 | pc |
| | 14. Marker, whiteboard, blue, felt tip, bullet type | 50 | pc |
| | 15. Marker, Permanent, black, bullet type | 75 | pc |
| | 16. Marker, Permanent, blue, bullet type | 75 | pc |
| | 17. Paper Clip, vinyl/plastic coat, length:32mm min | 25 | pc |
| | 18. Paper Clip, vinyl/plastic coat, length:50mm min | 25 | pc |
| | 19. Scissors, symmetrical, blade length: 65mm min | 20 | pc |
| | 20. Staple Remover, plier type | 20 | pc |
| | 21. Clip, Back fold, all metal clamping:25mm | 40 | box |
| | 22. Clip, Back fold, all metal clamping 50mm | 40 | box |
| | 23. Correction Tape, film base type, UL 6m min | 100 | pc |
| | 24. File Tab Divider, Bristol board, for A4 (10pcs/set) white | 30 | set |
| | 25. File Tab Divider, Bristol board, for Legal (10pcs/set) white | 30 | set |

| | | | |
|--|---|-----|------|
| | 26. Folder, Pressboard, size:240mm x 370mm (100pcs/pack) | 9 | pack |
| | 27. Folder, Tagboard, for A4 size documents (100pcs/pack) | 10 | pack |
| | 28. Folder, Tagboard, for Legal size documents(100pcs/pack) | 10 | pack |
| | 29. Index Tab, self-adhesive, transparent | 25 | box |
| | 30. Sign Pen, liquid/gel 0.5m needle tip-black | 100 | pc |
| | 31. Sign Pen, liquid/gel 0.5m needle tip-blue | 100 | pc |
| | 32. Ball Pen, black | 500 | pc |
| | 33. Ball Pen, blue | 500 | pc |
| | 34. Paper, Multi-Purpose (copy) Legal, 70gsm | 150 | ream |
| | 35. Paper, Multi-Purpose (copy) A4, 70gsm | 150 | ream |

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **One Hundred Sixty-Four Thousand Three Hundred Sixty Pesos Only (P164,360.00)** is available which will be charged against the MARINA Central Office funds FY 2021.

3. CONDITIONS AND SUPPLIER RESPONSIBILITIES:

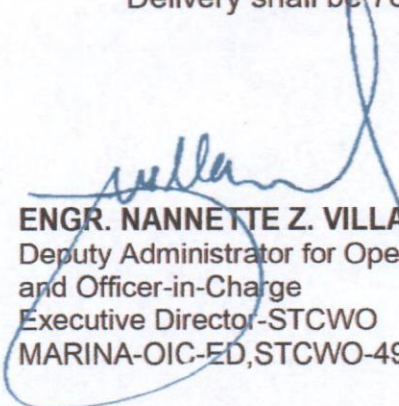
- 3.1 The prospective supplier shall bid in the above-listed items;
- 3.2 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.3 The prospective supplier shall replace the defective items, within 7 days upon receipt of the notification of the defect with the same specification at no cost to the MARINA-STCWO;
- 3.4 The prospective supplier shall submit the following documents:
 - a. Copy of PhilGEPS Registration;
 - b. Mayor's/Business Permit
 - c. Copy of Business/ Income Tax Return (ITR)

4. TERMS OF PAYMENT:

- 4.1 Send Bill Arrangement;
- 4.2 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 4.3 The supplier shall provide the bank Account preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

5. PERIOD OF DELIVERY

Delivery shall be 7 calendar days from the approval of Notice to Proceed.


ENGR. NANNETTE Z. VILLAMOR-DINOPOL, CESO V
Deputy Administrator for Operations
and Officer-in-Charge
Executive Director-STCWO
MARINA-OIC-ED,STCWO-4921

