



# PhilGEPs

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8869936  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR 3RD QUARTER CY 2022  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2022-07-393	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables		
<b>Approved Budget for the Contract:</b>	PHP 113,140.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	DIR. ARSENIO F. LINGAD II The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518  bacsec@marina.gov.ph	<b>Date Published</b>	27/07/2022
		<b>Last Updated / Time</b>	26/07/2022 15:47 PM
		<b>Closing Date / Time</b>	01/08/2022 13:00 PM

#### Description

PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR 3RD QUARTER CY 2022.

Please see attached file.

You may visit our website at [marina.gov.ph](http://marina.gov.ph) (under transparency tab)

**Created by** DIR. ARSENIO F. LINGAD II

**Date Created** 26/07/2022



Republic of the Philippines  
DEPARTMENT OF TRANSPORTATION



## MARITIME INDUSTRY AUTHORITY

### REQUEST FOR QUOTATION

DATE: \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Business Permit Number : \_\_\_\_\_

Company TIN Number : \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

Name of Representative & Designation : \_\_\_\_\_

The **Standards of Training, Certification and Watchkeeping Office (STCWO)** through its Bids and Awards Committee (BAC), intends to **PROCURE VARIOUS OFFICE SUPPLIES AND MATERIALS FOR 3RD QUARTER** for CY 2022 in accordance with Section 52.1(b) (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Thirteen Thousand One Hundred Forty Pesos (P113,140)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s 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 your representative **not later than 01 of August 2022** at the MARINA BAC Office located at 10<sup>th</sup> Floor MARINA Building, Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

A copy of your **2022 Business/Mayor's Permit<sup>1</sup>** and **PhilGEPS Registration Number** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at [bacsec@marina.gov.ph](mailto:bacsec@marina.gov.ph)

  
DIR. ARSENIO F. LINGAD II  
BAC Chairperson

<sup>1</sup> 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.

<sup>2</sup>Manually filed tax returns or filed through the EFPS

**BIDS AND AWARDS COMMITTEE**

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila  
(+632) 8524-6518 | [marina.gov.ph](mailto:marina.gov.ph) | [2021marinabac@gmail.com](mailto:2021marinabac@gmail.com)

**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.

Suppliers must state here either **“Comply”** or **any equivalent term** in the column “Supplier’s Statement of Compliance” against each of the individual parameters of each specification. 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.

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:

***MINIMUM SPECIFICATION***  
**PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS  
FOR 3RD QUARTER 2022**

No.	Scope of Service Description	Quantity	Unit	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	1. Clip, backfold, 19mm	40	BOX			
	2. Clip, backfold, 25mm	40	BOX			
	3. Clip, backfold, 50mm	25	BOX			
	4. Disinfectant Spray, aerosol, 40g	25	CAN			
	5. Envelope, Expanding, kraft, legal (100pcs/box)	25	BOX			
	6. File Tab Divider, Bristor, board, for A4 (5colors per set)	15	SET			
	7. File Tab Divider, Bristor, board, for Legal size (5colors per set)	15	SET			
	8. USB Flash Drive, 16gb capacity	25	PC			
	9. Folder, Pressboard (100pcs/box)	15	BOX			
	10. Insecticide, aerosol	36	CAN			

<b>11. Paper Clip, vinyl/plastic coated, 50mm</b>	37	BOX			
<b>12. Pencil, lead with eraser (12pcs/box)</b>	25	BOX			
<b>13. Puncher, Paper, Heavy Duty</b>	50	PCS			
<b>14. Note Pad, stick on, 2 x3" min</b>	25	PAD			
<b>15. Notebook, Stenographer</b>	50	PC			
<b>16. Tape, Masking, 48mm</b>	65	ROLL			
<b>17. Tape, Transparent, 24mm</b>	90	ROLL			
<b>18. Paper, Mimeo, Groundwood, A4</b>	50	REAM			
<b>19. Paper, Mimeo, Groundwood, legal</b>	50	REAM			
<b>20. Sticker Paper, A4 (white)</b>	50	PACK			

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

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

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

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address/es

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

**CONDITIONS AND SUPPLIER  
RESPONSIBILITIES**

<b>PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR 3RD QUARTER 2022</b>		
Item	Description	Bidders Statement of Compliance
1 LOT	<ol style="list-style-type: none"> <li>1. The prospective supplier shall bid in the above-listed items;</li> <li>2. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;</li> <li>3. The prospective supplier shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA; and</li> <li>4. The prospective supplier shall submit the following documents:               <ol style="list-style-type: none"> <li>a) Copy of PhilGEPS Registration;</li> <li>b) Mayor's/Business Permit</li> </ol> </li> </ol>	
	<p><b>PERIOD OF DELIVERY:</b></p> <p>➤ The delivery shall be within (30) calendar days from the receipt of Notice to Proceed and Purchase Order.</p>	

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

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

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address/es

**FINANCIAL OFFER**

<b>PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR 3RD QUARTER 2022</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>One Hundred Thirteen Thousand One Hundred Forty Pesos (P113,140)</b>	In words: _____ _____ _____  In figures: _____ _____ _____

**Terms of Payment:**

1. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report by the MARINA;
2. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account(LDDAP-ADA);
3. The supplier shall provide the bank Account wherein payment will be credited.
4. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

**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 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 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

**TERMS OF REFERENCE  
FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS  
FOR 3RD QRT 2022**

**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	ITEM DESCRIPTION	QTY	UNIT
1 LOT	1. Clip, backfold, 19mm	40	BOX
	2. Clip, backfold, 25mm	40	BOX
	3. Clip, backfold, 50mm	25	BOX
	4. Disinfectant Spray, aerosol, 40g	25	CAN
	5. Envelope, Expanding, kraft, legal (100pcs/box)	25	BOX
	6. File Tab Divider, Bristor, board, for A4 (5colors per set)	15	SET
	7. File Tab Divider, Bristor, board, for Legal size (5colors per set)	15	SET
	8. USB Flash Drive, 16gb capacity	25	PC
	9. Folder, Pressboard (100pcs/box)	15	BOX
	10. Insecticide, aerosol	36	CAN
	11. Paper Clip, vinyl/plastic coated, 50mm	37	BOX
	12. Pencil, lead with eraser (12pcs/box)	25	BOX
	13. Puncher, Paper, Heavy Duty	50	PCS
	14. Note Pad, stick on, 2 x3" min	25	PAD
	15. Notebook, Stenographer	50	PC
	16. Tape, Masking, 48mm	65	ROLL
	17. Tape, Transparent, 24mm	90	ROLL
\	18. Paper, Mimeo, Groundwood, A4	50	REAM
	19. Paper, Mimeo, Groundwood, legal	50	REAM
	20. Sticker Paper, A4 (white)	50	PACK

**2. The Approved Budget for the Contract (ABC) is ONE HUNDRED THIRTEEN THOUSAND ONE HUNDRED FORTY PESOS ONLY (P113,140.00) is available which will be charged against the MARINA Central Office Funds FY2022.**



**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 ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA; and
- 3.4 The prospective supplier shall submit the following documents:
  - a. Copy of PhilGEPS Registration
  - b. Mayor's/Business Permit

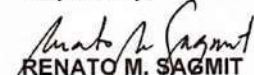
**4. PERIOD OF DELIVERY:**

The delivery shall be within (30) calendar days from the receipt of Notice to Proceed and Purchase Order.

**5. TERMS OF PAYMENT:**

- 5.1 Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report by the MARINA;
- 5.2 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 5.3 The supplier shall provide the bank Account wherein payment will be credited.
- 5.4 Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

Prepared by:

  
**RENATO M. SAGMIT**  
Administrative Officer III

Approved by:

  
**MILABEL J. ADIL**  
Officer-in-Charge,  
Administrative Services Division

Reviewed by:

  
**MADLINE JOYANA ORAVE**



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF TRANSPORTATION  
**MARITIME INDUSTRY AUTHORITY**



PURCHASE REQUEST					
Office: <u>STCW OFFICE</u>			PR No.: <u>2022-07-393 JUL 14 2022</u>		
Division/Section: <u>ASD</u>			SAI No.: _____		
Date Request: _____					
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	box	Clip, Backfold, 19mm (12pcs/box)	40	15.00	600.00
2	box	Clip, Backfold, 25mm (12pcs/box)	40	25.00	1,000.00
3	box	Clip, Backfold, 50mm (12pcs/box)	25	75.00	1,875.00
4	can	Disinfectant Spray, aerosol, 400g	25	190.00	4,750.00
5	box	Envelope, Expanding, kraft, legal (100pcs/box)	25	900.00	22,500.00
6	set	File Tab Divider, Bristol board, for A4 (5colors per set)	15	25.00	375.00
7	set	File Tab Divider, Bristol board, for Legal (5colors per set)	15	30.00	450.00
8	pcs	USB Flash Drive, 16gb capacity	25	250.00	6,250.00
9	box	Folder, Pressboard(100pcs/box)	15	1,000.00	15,000.00
10	can	Insecticide, aerosol	36	190.00	6,840.00
11	box	Paper Clip, vinyl/plastic coated, 50mm	37	25.00	925.00
12	box	Pencil, lead with eraser (12pcs/box)	25	25.00	625.00
13	pc	Puncher, Paper Heavy Duty	50	200.00	10,000.00
14	pad	Note Pad, stick on, 2" x3" min	25	45.00	1,125.00
15	pc	Notebook, Stenographer	50	18.00	900.00
16	roll	Tape, Masking, 48mm	65	125.00	8,125.00
17	roll	Tape, Transparent, 24mm	90	20.00	1,800.00
18	ream	Paper, Mimeo, Ground Wood, A4 size	50	200.00	10,000.00
19	ream	Paper, Mimeo, Ground Wood, Legal size	50	250.00	12,500.00
20	pack	Sticker Paper size: A4 (white)	50	150.00	7,500.00
		x-x-x-x-x-x-x			<b>113,140.00</b>
<b>Requisitioning Officer</b>					
Signature:					
Printed Name:		MILABEL J. ADIL			
Designation:		QC, ASD/STCW Office			
Purpose: For official use of diff. Divisions of the STCW Office (3 <sup>rd</sup> Quarter 2022). Items are currently not available from PS-DBM. Hence, said items will be procured from other sources/suppliers.					
<b>CERTIFICATION</b>					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		 <b>RALPH A. NARVAEZ</b> Chief, Administrative Officer, Budget Division Pursuant to SO#629-22			
		<input checked="" type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
		<b>PR Approver</b>			
Signature:					
Printed Name:		SONIA B. MALALUAN			
Designation:		Officer-In-Charge Administrator Pursuant to DOTr Special Order No. 2022-128			
<b>Note:</b> Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP, special projects, etc.)					

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*