



# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9646079  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** PROCUREMENT OF WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023 (2ND POSTING)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-03-108, 2023-02-074, 2023-02-093, & 2023-03-1	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Information Technology Parts & Accessories & Perip	<b>Date Published</b>	12/04/2023
<b>Approved Budget for the Contract:</b>	PHP 55,500.00	<b>Last Updated / Time</b>	11/04/2023 10:30 AM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	17/04/2023 16:00 PM
<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>Description</b>  PROCUREMENT OF WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023 (2ND POSTING)  Please see attached file or you may visit our website at <a href="http://www.marina.gov.ph">www.marina.gov.ph</a> (UNDER TRANSPARENCY TAB)			

**Created by** DIR. ARSENIO F. LINGAD II  
**Date Created** 11/04/2023

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**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 **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to **PROCURE WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023 (2<sup>nd</sup> Posting)** 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 **Fifty-Five Thousand Five Hundred Pesos only (P55,500.00)**. 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 17 of April 2023** 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 **Valid Business/Mayor's Permit, PhilGEPS Registration Number and Business/Latest Income Tax Return** 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> 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

<sup>3</sup>Manually filed tax returns or filed through the EFPS



**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.

Supplier's 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:

**S P E C I F I C A T I O N / D E L I V E R A B L E S****PROCUREMENT OF WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023**

Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)																																																																												
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*\*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.

### SCHEDULE OF REQUIREMENTS

#### PROCUREMENT OF WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023

Item	Description	Delivery Term	Bidders Statement of Compliance in Delivery Date						
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	ITEM DESCRIPTION	QTY	UNIT						
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	<b>WARRANTY</b> — All items listed above have One (1) Year warranty		
	<b>CONDITIONS &amp; SUPPLIER RESPONSIBILITIES</b> — The prospective supplier shall bid in the above-listed items; — The prospective supplier shall submit photo of the proposed product; — All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; and — 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		
	<b>DOCUMENTARY REQUIREMENTS</b> — Copy of PhilGEPS Registration/Number — Mayor's/Business Permit — Copy of Business/Income Tax Return (ITR)		
	<b>CONFIDENTIALITY OF AGREEMENT</b> — The winning bidder shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon receipt of Notice of Award.		

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

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

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

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

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

***F I N A N C I A L   O F F E R***

**PROCUREMENT OF WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND  
STCW OFFICE FY 2023**

<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b><i>Fifty-Five Thousand Five Hundred Pesos only (P55,500.00)</i></b>	In words: _____ _____ _____  In figures: _____ _____ _____

**Terms of Payment:**

- Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA.

**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. **All submissions in response to this RFQ shall be in hard copy only. Soft copies will not be entertained.**
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 supplier'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

## TERMS OF REFERENCE

Project Title	PROCUREMENT OF WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023											
Approved Budget of the Contract	The Approved Budget for the Contract is Fifty-Five Thousand Five Hundred Pesos (P55,500.00) inclusive of all applicable taxes.											
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<b>WEBCAM WITH BUILT-IN MIC</b>  <u>WEBCAM Specifications:</u> <ul style="list-style-type: none"><li>➤ Resolution: Full HD 1080P, 1920*1080 Pixels</li><li>➤ Lens Type: Full HD AF Glass Lens</li><li>➤ Viewing Angle: 75 Wide Degrees</li><li>➤ Focus Type: Auto Focus</li><li>➤ Focus Range: 10cm and Beyond</li><li>➤ Built-in Mic.: Single Digital Mic.</li><li>➤ Output Format: MJPEG</li><li>➤ Frame Rate: 30fps</li><li>➤ USB: USB 2.0</li></ul>	18	Units.										
Warranty	All items listed above have One (1) Year warranty.											

<b>Conditions and Supplier Responsibilities</b>	<input type="checkbox"/> The prospective supplier shall bid in the above-listed items; <input type="checkbox"/> The prospective supplier shall submit photo of the proposed product; <input type="checkbox"/> All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; and <input type="checkbox"/> 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
<b>Documentary Requirements</b>	<input type="checkbox"/> Copy of PhilGEPS Registration/Number; <input type="checkbox"/> Mayor's/Business Permit <input type="checkbox"/> Copy of Business/Income Tax Return (ITR)
<b>Delivery Terms</b>	Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP)
<b>Payment Terms</b>	Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA.

**PREPARED BY:**


**Noted By:**


  
**MARIA ELMIRA P. DAGUIS**  
 Procurement Division, MFAS

  
**MELLANIE T. BALIN**  
 Chief, Procurement Division - MFAS

**RECOMMENDING APPROVAL:**

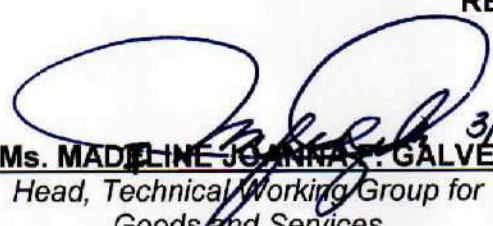
  
**Atty. MARIA ROWENA B. HUBILLA**  
 Director II, FS (End-User)

  
**OIC-Dir. SAMUEL L. BATALLA**  
 OIC, Executive Director – STCW Office  
 (End-User)

  
**Ms. EDEN Z. EVANGELISTA**  
 Chief, Accounting Division – MFAS  
 (End-User)

  
**Mr. BENJO G. PANCHECO**  
 MIDS II, OADM (End-User)

**REVIEWED BY:**

  
**Ms. MADELINE JOANNAT GALVE**  
 Head, Technical Working Group for  
 Goods and Services

  
**Dir. ARSENIO F. LINGAD II**  
 Chairperson, MARINA BAC

**APPROVED / DISAPPROVED:**

  
**Atty. HERNANI N. FABIA**  
 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.)

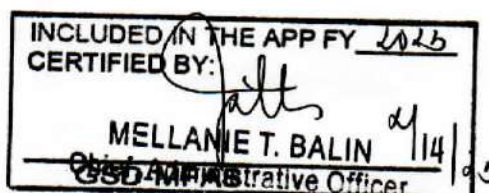


Republic of the Philippines  
Department of Transportation and Communications  
**MARITIME INDUSTRY AUTHORITY**

Form No. QMS-10/2-1  
Revision No./Date: 0/15 Nov 2010

**PURCHASE REQUEST**

Office:		MARINA	PR No. : <u>2023-02-074</u>		
Division/Section:		OADM	SAI No. : <u>14 FEB 2023</u>		
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		WEBCAM 1080 WITH TRIPOD			<b>P15,000</b>
	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXXXXXX	
		<b>ALL TOTAL</b>			<b>P15,000</b>
<b>Requisitioning Officer</b>					
Signature:		<u>13. FEB. 2023</u>			
Printed Name:		<b>BENJO G. PACHECO</b>			
Designation		MIDS II, OADM			
Purpose:		For official use of the office of the Administrator			
<b>CERTIFICATION</b>					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		<u>cmf</u> <b>ATTY. MARIN C. RAMOS</b> Chief, Budget Division 7			
		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
		<b>PR Approver</b>			
Signature:		<u>Nenita S. Atienza</u> <b>NENITA S ATIENZA</b> DIRECTOR			
Printed Name:					
Designation		Management, Finance and Administrative Service (MFAS)			
<i>Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)</i>					





FEB 22 1973

## PURCHASE REQUEST

2023-02-093

[illegible]





Republic of the Philippines  
Department of Transportation  
**MARITIME INDUSTRY AUTHORITY**

**PURCHASE REQUEST**

Office: MFAS Division/Section: GSD Date: March 06, 2023			PR No.: 2023-03-110 SAI No.: 06 MAR 2023		
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	Pcs.	Webcam	5	₱ 1,500.00	₱ 7,500.00
		xxx-xxx Nothing Follows xxx-xxx			
					₱ 7,500.00
Signature:			Requisitioning Officer		
Printed Name:			EDEN Z. EVANGELISTA		
Designation:			Chief Accounting Division		
Purpose			for official use of the Acctg. Division		
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE			CERTIFICATION		
			ATTY. MARVIC S. RAMOS, CPA Chief-Budget Division		
			<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Signature:			NENITA S. ATIENZA		
Printed Name:			Director II, MFAS		
Designation:					
Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)					

INCLUDED IN THE APP FY 2023  
CERTIFIED BY: MELLANIE T. BALIN  
Chief Administrative Officer