



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8911012
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF SERVICE PROVIDER FOR THE INSPECTION / SERVICING OF FIRE EXTINGUISHERS OF THE MARINA BUILDING
Area of Delivery Metro Manila

Solicitation Number:	2022-07-408	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Fire Fighting & Rescue and Safety Equipment		
Approved Budget for the Contract:	PHP 61,850.00	Document Request List	0
Delivery Period:	2 Month/s		
Client Agency:			
Contact Person:	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	Date Published	10/08/2022
		Last Updated / Time	09/08/2022 16:16 PM
		Closing Date / Time	15/08/2022 13:00 PM

Description

PROCUREMENT OF SERVICE PROVIDER FOR THE INSPECTION / SERVICING OF FIRE EXTINGUISHERS OF THE MARINA BUILDING.

Please see attached Request for Quotation.

You may visit our website at marina.gov.ph (under Transparency Tab)

Created by DIR. ARSENIO F. LINGAD II

Date Created 09/08/2022



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 Management, Financial and Administrative Service (MFAS) through its Bids and Awards Committee (BAC), intends to **PROCURE A SERVICE PROVIDER FOR THE INSPECTION/ SERVICING OF FIRE EXTINGUISHERS OF THE MARINA BUILDING** for CY 2022 in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Sixty-One Thousand Eight Hundred Fifty Pesos only (P61,850.00)**. 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 15 of August 2022** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **2022 Business/Mayor's Permit¹, PhilGEPS Registration Number and Omnibus Sworn Statement²** 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**


DIR. ARSENI0 F. LINGAD II
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

³Manually 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

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:

SCOPE OF WORK

PROCUREMENT OF SERVICE PROVIDER FOR THE INSPECTION/ SERVICING OF FIRE EXTINGUISHERS OF THE MARINA BUILDING				
Item	Description	Service Provider's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	<ul style="list-style-type: none">a. The contractor shall supply supervision, labor, material, and expertise for the inspection/servicing of fire extinguishers.b. The Contractor is responsible for the following activities:<ul style="list-style-type: none">c.1 Inspection/servicing of sixty-seven (67) units of Carbon Dioxide (B & C) type and eleven (11) units of Dry Chemical (ABC) type fire extinguishers;c.2 The Contractor shall supply equipment, tools, and materials, needed to undertake the activities specified in c.1			

**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**

PROCUREMENT OF SERVICE PROVIDER FOR THE INSPECTION/ SERVICING OF FIRE EXTINGUISHERS OF THE MARINA BUILDING			
Item	Description	Contract Term	Service Provider's Statement of Compliance
S1 LOT	<p>Scope of Work</p> <p>a. The contractor shall supply supervision, labor, material, and expertise for the inspection/servicing of fire extinguishers.</p> <p>b. The Contractor is responsible for the following activities:</p> <p style="padding-left: 40px;">c.1 Inspection/servicing of sixty-seven (67) units of Carbon Dioxide (B & C) type and eleven (11) units of Dry Chemical (ABC) type fire extinguishers;</p> <p style="padding-left: 40px;">c.2 The Contractor shall supply equipment, tools, and materials, needed to undertake the activities specified in c.1</p>	The term on the agreement for the inspection or servicing of fire extinguishers shall be for two (2) months effective upon receipt of the Notice to Proceed by the winning bidder	
	<p>Contract Term</p> <p>a. The term on the agreement for the inspection/servicing of fire extinguishers shall be for two (2) months effective upon receipt of the Notice to Proceed by the winning bidder.</p> <p>b. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or if, in its judgment, the service it has rendered is substandard and/or unsatisfactory;</p> <p>c. The Contractor nor the MARINA will not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.</p>		
	<p>Documentary Requirements</p> <p>Prospective bidders shall acquire/submit the following requirements/documents stated below:</p> <ol style="list-style-type: none"> 1. Price Quotation; 2. Valid PhilGEPS Registration; 3. Updated Business/Mayor's Permit; 4. Omnibus Sworn Statement 		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF SERVICE PROVIDER FOR THE INSPECTION/ SERVICING OF FIRE EXTINGUISHERS OF THE MARINA BUILDING	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p>Sixty One Thousand Eight Hundred Fifty Pesos only (P61,850.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p>

<p><u>Terms of Payment:</u></p> <p>➤ The payment term is within fifteen (15) to thirty (30) working days after issuance of the Billing Statement to MARINA with complete supporting documents.</p>
<p><u>Payment Details:</u></p> <p>Banking Institution : _____</p> <p>Account Number : _____</p> <p>Account Name : _____</p> <p>Branch : _____</p>

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 (TOR)
**PROCUREMENT OF SERVICE PROVIDER FOR THE INSPECTION/
SERVICING OF FIRE EXTINGUISHERS OF THE MARINA BUILDING**
20th street cor. A Bonifacio Drive,
Port Area (South), Manila

TERMS OF REFERENCE (TOR)
**PROCUREMENT OF SERVICE PROVIDER FOR THE INSPECTION/
SERVICING OF FIRE EXTINGUISHERS**

1. RATIONALE

The Maritime Industry Authority (MARINA), a government agency under the Department of Transportation (DOTr) established pursuant to Presidential Decree (PD) no. 474 (1974) wishes to invite Contractors to provide Service for the inspection/servicing of portable fire extinguishers for MARINA Building, at 20th street cor. A Bonifacio Drive, Port Area (South), Manila.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for this project procurement is **Sixty-one Thousand Eight Hundred Fifty Pesos (P61,850.00)** inclusive of all applicable national and local taxes.

3. OBJECTIVES

The main objective of the project is to assure the operability of the Portable Fire Extinguishers of MARINA.

4. SCOPE OF WORK

- a. The contractor shall supply supervision, labor, material, and expertise for the inspection/servicing of fire extinguishers.
- b. The Contractor is responsible for the following activities:
 - c.1 Inspection/servicing of sixty-seven (67) units of Carbon Dioxide (B & C) type and eleven (11) units of Dry Chemical (ABC) type fire extinguishers;
 - c.2 The Contractor shall supply equipment, tools, and materials, needed to undertake the activities specified in c.1.

5. CONTRACT TERM

- a. The term on the agreement for the inspection/servicing of fire extinguishers shall be for two (2) months effective upon receipt of the Notice to Proceed by the winning bidder.

- b. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or if, in its judgment, the service it has rendered is substandard and/or unsatisfactory;
- c. The Contractor nor the MARINA will not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.

6. MARINA REQUIREMENTS and DOCUMENTS TO BE SUBMITTED

Prospective bidders shall acquire/submit the following requirements/documents stated below:

- a. Price Quotation;
- b. Valid PhilGEPS Registration;
- c. Updated Business/Mayor's Permit;
- d. Omnibus Sworn Statement; and


7. PAYMENT TERM

The payment term is within fifteen (15) to thirty (30) working days after issuance of the Billing Statement to MARINA with complete supporting documents.

Prepared by:


VIEN-CONSTANTINE C. MESINA
Building Supervisor
GSD-MFAS

Recommending Approval:


RODOLFO R. DIAWA
Chief, GSD

Approved by:


NENITA S. ATIENZA
Director II. MFAS

Reviewed by:


MADILINE



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office: MFAS Division/Section: GSD		PR No.: 2022-07-408 SAI No.: 26 JUL 2022			
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	unit	a. Refill/Service of 67 units of Fire Extinguishers (Carbon Dioxide (B&C) type)	67	800.00	53,600.00
2	unit	b. Refill/Service of 11 units of Fire Extinguishers (Dry Chemical Type)	11	750.00	8,250.00
		nothing follows xxxxxx			
WITH SUPPLEMENTAL TO PPMP FY: <u>2022</u> MELCANE P. BALIN Chief, Administrative Officer					
					₱ 61,850.00
Signature:		Requisitioning Officer RODOLFO R. DIAWA Chief, GSD-MFAS			
Printed Name:					
Designation:					
Purpose		For refill/service of fire extinguishers of the MARINA Central Office Building.			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		 ATTY. MARDAC S. RAMOS Chief, Budget Division			
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
Signature:		 Atty. HERNANI N. FABIA Administrator			
Printed Name:					
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.)					

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]