



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10145620
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR STCWO FOR 3RD QUARTER 2023
Area of Delivery Metro Manila

Solicitation Number:	2023-08-366	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	Office Supplies and Devices	Bid Supplements	0
Approved Budget for the Contract:	PHP 129,500.00		
Delivery Period:	15 Day/s	Document Request List	0
Client Agency:			
Contact Person:	ATTY. SHARON L. DE CHAVEZ - ALEDO 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	20/09/2023
		Last Updated / Time	19/09/2023 12:57 PM
		Closing Date / Time	26/09/2023 12:00 PM
Description PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR STCWO FOR 3RD QUARTER 2023 Please see attached files or you may visit https://marina.gov.ph/small-value-procurement/			

Created by ATTY. SHARON L. DE CHAVEZ - ALEDO

Date Created 19/09/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to **PROCURE OF VARIOUS OFFICE SUPPLIES FOR STCWO FOR 3rd QUARTER 2023** in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Twenty-Nine Thousand Five Hundred Pesos only (Php129,500.00)**. 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 24 September 2023** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **Copy of PhilGEPS Registration Number and Mayor's/Business Permit** 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


ATTY. SHARON L. DE CHAVEZ-ALEDO
BAC Chairperson

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila
(+632) 8524-6518 | marina.gov.ph | bacsec@marina.gov.ph

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 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 S

PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR STCWO FOR 3rd QUARTER 2023																			
Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)															
	Specifications/ Deliverables <table><tr><th>ITEM DESCRIPTION</th><th>QTY</th><th>UNIT</th></tr><tr><td>1. Multi Purpose Copy Paper Size: A4 Substance: 20 Paper Weight: 70gsm Color: White Packaging Size: 500pcs/ream</td><td>250</td><td>ream</td></tr><tr><td>2. Multi Purpose Copy Paper Size: Legal Substance: 20 Paper Weight: 70gsm Color: White Packaging Size: 500pcs/ream</td><td>150</td><td>ream</td></tr><tr><td>3. Envelope, Expanding- Kraftboard for legal documents Packaging Size: 100 pcs/box</td><td>10</td><td>box</td></tr><tr><td>4. Folder, Pressboard –legal size Packaging Size: 100 pcs/box Size: 240mm x 370mm (-5mm)</td><td>6</td><td>box</td></tr></table>	ITEM DESCRIPTION	QTY	UNIT	1. Multi Purpose Copy Paper Size: A4 Substance: 20 Paper Weight: 70gsm Color: White Packaging Size: 500pcs/ream	250	ream	2. Multi Purpose Copy Paper Size: Legal Substance: 20 Paper Weight: 70gsm Color: White Packaging Size: 500pcs/ream	150	ream	3. Envelope, Expanding- Kraftboard for legal documents Packaging Size: 100 pcs/box	10	box	4. Folder, Pressboard –legal size Packaging Size: 100 pcs/box Size: 240mm x 370mm (-5mm)	6	box			
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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

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This schedule of requirements stipulates the period of delivery of the items covered by the RFQ to the official address of the procuring entity. Deliveries should be made within office hours and on regular working days or on the date as may be stipulated in the contract.

SCHEDULE OF REQUIREMENTS

PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR STCWO FOR 3rd QUARTER 2023																		
Item	Description	Delivery Term	Bidders Statement of Compliance in Delivery Date															
Specifications/ Deliverables		Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP).																
<table><tr><th>ITEM DESCRIPTION</th><th>QTY</th><th>UNIT</th></tr><tr><td>5. Multi Purpose Copy Paper Size: A4 Substance: 20 Paper Weight: 70gsm Color: White Packaging Size: 500pcs/ream</td><td>250</td><td>ream</td></tr><tr><td>6. Multi Purpose Copy Paper Size: Legal Substance: 20 Paper Weight: 70gsm Color: White Packaging Size: 500pcs/ream</td><td>150</td><td>ream</td></tr><tr><td>7. Envelope, Expanding- Kraftboard for legal documents Packaging Size: 100 pcs/box</td><td>10</td><td>box</td></tr><tr><td>8. Folder, Pressboard –legal size Packaging Size: 100 pcs/box Size: 240mm x 370mm (-5mm)</td><td>6</td><td>box</td></tr></table>				ITEM DESCRIPTION	QTY	UNIT	5. Multi Purpose Copy Paper Size: A4 Substance: 20 Paper Weight: 70gsm Color: White Packaging Size: 500pcs/ream	250	ream	6. Multi Purpose Copy Paper Size: Legal Substance: 20 Paper Weight: 70gsm Color: White Packaging Size: 500pcs/ream	150	ream	7. Envelope, Expanding- Kraftboard for legal documents Packaging Size: 100 pcs/box	10	box	8. Folder, Pressboard –legal size Packaging Size: 100 pcs/box Size: 240mm x 370mm (-5mm)	6	box
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Defective Items																		
The Prospective Supplier shall replace the defective items, within Seven (7) days upon receipt of the notification of the defect with the same specification at no cost to the MARINA.																		
Conditions and Suppliers Responsibilities																		
<div><input type="checkbox"/> The prospective supplier shall bid in the above-listed items; and</div> <div><input type="checkbox"/> All bids shall be considered as fixed prices and not subject to price escalation during contract implementation.</div>																		

	Documentary Requirements <input type="checkbox"/> Copy of PhilGEPS Registration Number; <input type="checkbox"/> Mayor's/Business Permit;		
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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 VARIOUS OFFICE SUPPLIES FOR STCWO FOR 3rd QUARTER 2023	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p style="text-align: center;">One Hundred Twenty Nine Thousand Five Hundred Pesos Only (P129,500.00)</p>	<p>In words: _____ _____ _____ _____</p> <p>In figures: _____ _____ _____ _____</p>

Terms of Payment:

1. Send Bill Arrangement;
2. Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA;
3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and
4. The supplier shall provide the bank account wherein payment will be credited. Preferably Land Bank 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

Page **5**

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. 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.
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

Office Telephone No.

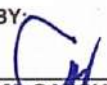
Fax/Mobile No.

Email Address/es


TERMS OF REFERENCE

Project Title	PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR STCWO FOR 3rd QUARTER 2023		
Approved Budget of the Contract	The Approved Budget for the Contract is One Hundred Twenty Nine Thousand Five Hundred Pesos Only (P129,500.00) inclusive of all applicable taxes.		
Specifications/ Deliverables	ITEM DESCRIPTION	QTY	UNIT
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	4. Folder, Pressboard –legal size Packaging Size: 100 pcs/box Size: 240mm x 370mm (-5mm)	6	box
Defective Items	The Prospective Supplier shall replace the defective items, within Seven (7) days upon receipt of the notification of the defect with the same specification at no cost to the MARINA.		
Conditions and Suppliers Responsibilities	<input type="checkbox"/> The prospective supplier shall bid in the above-listed items; and <input type="checkbox"/> All bids shall be considered as fixed prices and not subject to price escalation during contract implementation.		
Documentary Requirements	<input type="checkbox"/> Copy of PhilGEPS Registration Number; <input type="checkbox"/> Mayor's/Business Permit		
Delivery Terms	Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP).		
Payment Terms	1. Send Bill Arrangement; 2. Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA; 3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and 4. The supplier shall provide the bank account wherein payment will be credited. Preferably Land Bank Account otherwise, bank charges shall be borne by the supplier.		


PREPARED BY:


GALILEO M. GARCIA, CPA
Chief, ASD/STCWO

RECOMMENDING APPROVAL:


SAMUEL L. BATAILLA
Executive Director/STCWO

REVIEWED BY:


BUENA G. RAMOS
Head, TWG for SVP


ATTY. SHARON D. ALEJO
Chairperson, MARINA BAC

APPROVED/DISAPPROVED


ATTY. HERNANI M. FABIA
Administrator



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE
Division/Section: ASD
Date Request: 03 AUG 2023

PR No.: 2023-08-066
SAI No.: 07 AUG 2023

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	ream	MULTI PURPOSE COPY PAPER, A4	250	250.00	62,500.00
2	ream	MULTI PURPOSE COPY PAPER, LEGAL	150	300.00	45,000.00
3	box	ENVELOPE, EXPANDING, Kraftboard for legal size docs. (100pcs/box)	10	1,300.00	13,000.00
4	box	FOLDER, PRESSBOARD, size: 240mmx370mm (-5mm) (100pcs/box)	6	1,500.00	9,000.00
					129,500.00

X-X-X-X-X-X-X-X-X-X

See attached TOR for the specification

INCLUDED IN THE APP FY 2023
CERTIFIED BY:
MELANIE T. BALIN
Chief, Administrative Services Center

Requisitioning Officer

Signature: _____
Printed Name: **SAMUEL L. BATALLA**
Designation: Executive Director
STCW Office

Purpose: For official use of the STCW. (3rd Quarter 2023)
The above items are currently not available from PS-DBM. Hence, said items will be procured from other sources/suppliers.

CERTIFICATION

☒ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE

ATTY. MARVIC S. RAMOS
Chief, Budget Division

☒ Approved ☐ Disapproved
PR Approver

Signature: _____
Printed Name: **Atty. NERNANI N. FABIA**
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.)

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]