



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10192344
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF FOUR (4) DESKTOP COMPUTER UNITS FOR THE IMPLEMENTATION OF ONLINE UPGRADING OF TEST QUESTIONS FOR THE MARINA COMPETENCY ASSESSMENT SYSTEM THROUGH VIRTUAL PRIVATE NETWORK
Area of Delivery Metro Manila

Solicitation Number:	2023-08-377	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	Information Technology Parts & Accessories & Perip	Bid Supplements	0
Approved Budget for the Contract:	PHP 196,000.00		
Delivery Period:	30 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	05/10/2023
		Last Updated / Time	04/10/2023 14:36 PM
		Closing Date / Time	11/10/2023 12:00 PM
Description PROCUREMENT OF FOUR (4) DESKTOP COMPUTER UNITS FOR THE IMPLEMENTATION OF ONLINE UPGRADING OF TEST QUESTIONS FOR THE MARINA COMPETENCY ASSESSMENT SYSTEM THROUGH VIRTUAL PRIVATE NETWORK Please see attached files or you may visit https://marina.gov.ph/small-value-procurement/ All submission in response to the RFQ shall be in hard copy with fresh signature only. Submission in electronic copies shall not be entertained.			

Created by ATTY. SHARON L. DE CHAVEZ - ALEDO

Date Created 04/10/2023



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 **Four (4) Desktop Computer Units for the Implementation of Online Updating of Test Questions for the MARINA Competency Assessment System Through Virtual Private Network** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Ninety-Six Thousand Pesos (P196,000.00)**, inclusive of all applicable government charges. 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 11 October 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 **Valid Business/Mayor's Permit, PhilGEPS Registration, Omnibus Sworn Statement and Proof of Qualification of the Supplier** 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 D. ALEJO
BAC Chairperson

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:

Item No.	Description/Technical Specifications	Supplier's Statement of Compliance	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
1 LOT	Four (4) Units of Desktop computer			
	Technical Specifications:			
	Form Factor	Small Form Factor		
	Processor	Intel Core i5 – at least 10 th Generation Processor (12M Cache, up to 4.7 GHz)		
	Graphics	Integrated, Intel UHD Graphics		
	Hard Disk	At least 256GB SSD		
	Memory	8GB DDR4		
	Keyboard/Mouse	- USB Keyboard - USB Optical Mouse		
	Ports	- At least 2 USB 3.2 Gen 1 - 1x headphone / microphone combo jack (3.5mm) - 1x microphone (3.5mm) - At least 2x USB 2.0 - 1x VGA - 1x HDMI 1.4 - 1x Ethernet (RJ-45) - 1x power connector		
	Operating System(OS)	- Windows 10 Professional 64-Bit or latest version. - Must have recovery capability in a separate partition. - Must provide recovery CD/DVD (Operating System, Drivers, and other necessary recovery installers used. - Restore media for factory reset - Must have F11 key or equivalent access to System Recovery		
	Office	- Windows Home and Business		

	Other Requirements	Installation of Office Productivity and Format hard disk in the manner of 40% for the system disk and 60% data disk - Training session for IT personnel			
	Display (Monitor)	Atleast 21 inches' LED monitor (should be of the same brand.)			
	Other Requirements	At least 650 VA Uninterrupted Power Supply			
	Compatibility and General Requirements	All components should be of the same brand.			
	WARRANTY The warranty shall be for a period of one (1) year on parts and services.				

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

SCHEDULE OF REQUIREMENTS

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

Item No.	Description	Delivery Schedule	Supplier's Statement of Compliance
	FOUR (4) UNITS OF DESKTOP COMPUTER	Thirty (30) Days upon Receipt of Purchase Order/ Notice to Proceed.	
	WARRANTY The warranty shall be for a period of one (1) year on parts and services.		
	QUALIFICATION OF THE SUPPLIER <ul style="list-style-type: none">- The bidder must have at least two (2) years of experience in supply, delivery and installation of computer hardware.- At least two (2) similar projects in supply, delivery and installation of computer hardware within the last two (2) years. This should be vouched by a Certificate of Completion and Client Satisfactory Certificate.	Required to be submitted along with your signed quotation/ proposal	
	OTHER DOCUMENTARY REQUIREMENTS: <ul style="list-style-type: none">- Valid Business/Mayor's Permit- PhilGEPS Registration- Notarized Omnibus Sworn Statement (accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable)		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
<p align="center">One Hundred Ninety-Six Thousand Pesos (P196,000.00)</p>	In words: _____

	In figures: _____

<i>Terms of Payment:</i>	<p>Payment shall be made within thirty (30) calendar days from the receipt of billing invoice/statement of account on a Bank-to-Bank basis.</p> <p>In case of Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, or other Commercial Banks, the applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.</p>
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, denominated in Philippine peso, shall include all taxes, duties and/or other charges payable relative to the items described in the RFQ.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submission in response to the RFQ shall be in hard copy with fresh signature only. Submission in electronic copies shall 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

PROCUREMENT OF FOUR (4) DESKTOP COMPUTER UNITS FOR THE IMPLEMENTATION OF ONLINE UPDATING OF TEST QUESTIONS FOR THE MARINA COMPETENCY ASSESSMENT SYSTEM THROUGH VIRTUAL PRIVATE NETWORK

I. 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), through its Bids and Awards Committee (BAC), wishes to invite prospective bidders for the procurement of Desktop Computers:

II. DELIVERABLES

Desktop Computer	4
------------------	---

III. TECHNICAL SPECIFICATIONS

Form Factor	<ul style="list-style-type: none">• Small Form Factor
Processor	<ul style="list-style-type: none">• Intel Core i5 – At least 10th Generation Processor (12M Cache, up to 4.7 GHz)
Graphics	<ul style="list-style-type: none">• Integrated, Intel UHD Graphics
Hard Disk	<ul style="list-style-type: none">• At least 256GB SSD
Memory	<ul style="list-style-type: none">• 8GB DDR4
Keyboard/Mouse	<ul style="list-style-type: none">• USB Keyboard• USB Optical Mouse
Ports	<ul style="list-style-type: none">• At least 2 USB 3.2 Gen 1• 1x headphone / microphone combo jack (3.5mm)• 1x microphone (3.5mm)• At least 2x USB 2.0• 1x VGA• 1x HDMI 1.4• 1x Ethernet (RJ-45)• 1x power connector

Operating System (OS)	<ul style="list-style-type: none"> • Windows 10 Professional 64-Bit or latest version. • Must have recovery capability in a separate partition. • Must provide recovery CD/DVD (Operating System, Drivers, and other necessary recovery installers used. • Restore media for factory reset • Must have F11 key or equivalent access to System Recovery
Office	<ul style="list-style-type: none"> • Windows Home and Business
Other Requirements	<ul style="list-style-type: none"> • Installation of Office Productivity and Format hard disk in the manner of 40% for the system disk and 60% data disk • Training session for IT personnel
Display (Monitor)	<ul style="list-style-type: none"> • At least 21 inches' LED monitor (should be of the same brand.)
Other Requirements	<ul style="list-style-type: none"> • At least 650 VA Uninterrupted Power Supply
Compatibility and General Requirements	<ul style="list-style-type: none"> • All components should be of the same brand.

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **One Hundred Ninety Six Thousand pesos** (P196,000.00), inclusive of all applicable taxes or other miscellaneous expenses and will be charged against the MARINA Central Office funds FY 2023.

V. QUALIFICATION OF THE SUPPLIER

- The bidder must have at least two (2) years of experience in supply, delivery and installation of computer hardware.
- At least two (2) similar projects in supply, delivery and installation of computer hardware within the last two (2) years. This should be vouched by a Certificate of Completion and Client Satisfactory Certificate.

VI. DELIVERY

- Thirty (30) Calendar Days upon Receipt of Purchase Order.

VII. WARRANTY AND AFTER-SALES SUPPORT

- One (1) Year on parts and Service

X. TERMS OF PAYMENT

The payment shall be made within thirty (30) calendar days upon issuance of the Billing Statement on a Bank-to-Bank basis. Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.

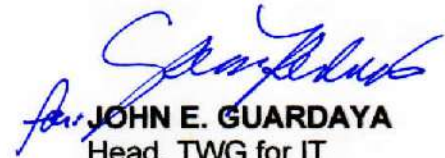
Prepared by:


DALMACIO L. GONZALES JR
Chief, ICTMD

Recommending Approval:


SAMUEL L. BATALLA
Executive Director
STCW Office

Reviewed by:


JOHN E. GUARDAYA
Head, TWG for IT


ATTY. SHARON D. ALREDO
Chairperson, MARINA BAC

APPROVED / ~~DISAPPROVED~~:


Atty. HERNANI N. FABIA
Administrator

Version 1 – 08 August 2023



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE

PR No. : 2023-08-377

Division/Section: ICTMD

SAI No. : 17 AUG 2023

Date Request: _____

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	DESKTOP COMPUTERS	4	49,000.00	196,000.00
*****	*****	*****	*****	*****	*****

Requisitioning Officer

Signature: _____

Printed Name: _____

SAMUEL L. BATALLA

Designation

Executive Director
STCW Office

Purpose:

To procure the hardware for the implementation of online updating of test questions for the marina competency assessment system through virtual private network.

CERTIFICATION

- ☒ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE

ATTY. MARIVIC S. RAMOS

Chief, Budget Division

☒ Approved

☐ Disapproved

PR Approver

Signature: _____

Printed Name: _____

Atty. HERNANI N. FABIA

Designation

Administrator

Note:

me 9/8/23

WITH SUPPLEMENTAL TO PPMP
FY: 2023

MELLANIE T. BALIN

Chief, Administrative Center

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]