



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10399403
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title SUPPLY OF MATERIALS, DELIVERY, INSTALLATION AND COMMISSIONING OF TWO (2) BRAND NEW AIR CONDITIONING UNITS AT THE STCWO (2ND POSTING)
Area of Delivery Metro Manila

Solicitation Number:	2023-10-461	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		
Category:	Airconditioning and Airconditioning Systems	Bid Supplements	0
Approved Budget for the Contract:	PHP 94,000.00		
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	07/12/2023
		Last Updated / Time	06/12/2023 11:39 AM
		Closing Date / Time	11/12/2023 12:00 PM

Description

SUPPLY OF MATERIALS, DELIVERY, INSTALLATION AND COMMISSIONING OF TWO (2) BRAND NEW AIR CONDITIONING UNITS AT THE STCWO (2ND POSTING)

Please see attached files or you may visit <https://marina.gov.ph/small-value-procurement/>

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.

Created by ATTY. SHARON L. DE CHAVEZ - ALEDO
Date Created 06/12/2023



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 SUPPLY OF MATERIALS, DELIVERY, INSTALLATION AND COMMISSIONING OF TWO (2) BRAND NEW AIR CONDITIONING UNITS AT THE STCWO (2nd Posting)** 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 **Ninety Four Thousand Pesos only (Php94,000.00)**. 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 11 December 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 PhilGEPs Registration**, **Two (2) satisfactory performance within the last three (3) years**, **Valid Business/Mayor's Permit**, **Omnibus Sworn Statement and Valid Company accreditation/certification from the Manufacturer or Distributor of the existing brand** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact the BAC Secretariat at telephone no. **(+632) 8524-6518** or email address at bacsec@marina.gov.ph

 **ATTY. SHARON L. DE CHAVEZ-ALEDO**
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 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 SUPPLY OF MATERIALS, DELIVERY, INSTALLATION AND COMMISSIONING OF TWO (2) BRAND NEW AIR CONDITIONING UNITS AT THE STCWO (2nd Posting)**

Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	<p>Scope of Work:</p> <p>The work of the supplier shall consist of furnishes, labor, supervision, equipment and materials for the following works:</p> <ol style="list-style-type: none">1. Supply of materials, delivery, installation and commissioning of two (2) brand new inverter air-conditioning units (1 unit 2hp and 1 unit 1.5hp).2. Brand new and appropriate refrigerant pipes, fittings, clamps, brackets and other mechanical accessories.3. All equipment shall be installed in the locations that will be identified by the STCW Office.4. The supplier shall close/restore all openings to its original condition all affected areas during the installation and commissioning of the air conditioning units.5. The supplier shall thoroughly clean the project site including all areas disturbed by the installation of the air conditioning			

- units for the duration of the project.
6. In case of service breakdown, the supplier, at its expense, shall send a qualified technician to repair the equipment within the day from receipt of notification from the user during the warranty period.
7. Quarterly Cleaning of Air-Conditioning Units (AC's) during the Warranty Period.

Technical Specifications:

Package	Unit/ Qty	Description
1 lot	1 unit	2 HP WALL MOUNTED AIR-CONDITIONING UNIT Specification: <ul style="list-style-type: none"> - Inverter Compressor - 2.0 HP - Split Type - Blue Fin Condenser - With Wireless Remote Control - Locally Manufactured - Power Supply: 220-240V - Cooling Capacity: 16,000-19,000 kJ/hr (high cooling capacity) - Power Input: 1,300-1,500 watts (low power input) - EER: above 12kJ/hW (high EER) - Low noise/sound level - Energy Saving Capacity-Eco friendly - Good Quality, durable, low maintenance cost - 1-year warranty in parts and 3-5 years for compressor
	1 unit	Installation: <ul style="list-style-type: none"> - 15 Feet Copper Wire - 15 Feet Communication Wire - 1 pc PVC Pipe drain - Bracket - Insulation - Circuit Breaker 1.5 HP WALL MOUNTED AIR-CONDITIONING UNIT Specification: <ul style="list-style-type: none"> - Inverter Compressor - 1.5 HP

			<ul style="list-style-type: none"> - Split Type - Blue Fin Condenser - With Wireless Remote Control - Locally Manufactured - Power Supply: 220-240V - Cooling Capacity: 12,000-16,000 kj/hr (high cooling capacity) - Power Input: 900-1,300 watts (low power input) - EER: above 10kj/hr (high EER) - Low noise/sound level - Energy Saving Capacity- Eco friendly - Good Quality, durable, low maintenance cost - 1-year warranty in parts and 3-5 years for compressor <p>Installation:</p> <ul style="list-style-type: none"> - 10 Feet Copper Wire - 10 Feet Communication Wire - 1 pc PVC Pipe drain - Bracket - Insulation - Circuit Breaker 			
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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

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 SUPPLY OF MATERIALS, DELIVERY, INSTALLATION AND COMMISSIONING OF TWO (2) BRAND NEW AIR CONDITIONING UNITS AT THE STCWO (2 nd Posting)			
Item	Description	Delivery Term	Bidders Statement of Compliance in Delivery Date
	<p>Scope of Work:</p> <p>The work of the supplier shall consist of furnishes, labor, supervision, equipment and materials for the following works:</p> <ol style="list-style-type: none"> 1. Supply of materials, delivery, installation and commissioning of two (2) brand new inverter air-conditioning units (1 unit 2hp and 1 unit 1.5hp). 2. Brand new and appropriate refrigerant pipes, fittings, clamps, brackets and other mechanical accessories. 3. All equipment shall be installed in the locations that will be identified by the STCW Office. 4. The supplier shall close/restore all openings to its original condition all affected areas during the installation and commissioning of the air conditioning units. 5. The supplier shall thoroughly clean the project site including all areas disturbed by the installation of the air conditioning units for the duration of the project. 6. In case of service breakdown, the supplier, at its expense, shall send a qualified technician to repair the equipment within the day from receipt of notification from the user during the warranty period. 7. Quarterly Cleaning of Air-Conditioning Units (AC's) during the Warranty Period. 	<p>Project Duration:</p> <p>Supply and delivery must be completed within thirty (30) calendar days upon receipt of Notice to Proceed (NTP).</p>	

I. Technical Specifications:

Package	Unit/ Qty	Description
1 lot	1 unit	2 HP WALL MOUNTED AIR-CONDITIONING UNIT Specification: <ul style="list-style-type: none"> - Inverter Compressor - 2.0 HP - Split Type - Blue Fin Condenser - With Wireless Remote Control - Locally Manufactured - Power Supply: 220-240V - Cooling Capacity: 16,000-19,000 kJ/hr (high cooling capacity) - Power Input: 1,300-1,500 watts (low power input) - EER: above 12kJ/hW (high EER) - Low noise/sound level - Energy Saving Capacity-Eco friendly - Good Quality, durable, low maintenance cost - 1-year warranty in parts and 3-5 years for compressor Installation: <ul style="list-style-type: none"> - 15 Feet Copper Wire - 15 Feet Communication Wire - 1 pc PVC Pipe drain - Bracket - Insulation - Circuit Breaker
	1 unit	1.5 HP WALL MOUNTED AIR-CONDITIONING UNIT Specification: <ul style="list-style-type: none"> - Inverter Compressor - 1.5 HP - Split Type - Blue Fin Condenser - With Wireless Remote Control - Locally Manufactured - Power Supply: 220-240V - Cooling Capacity: 12,000-16,000 kJ/hr (high cooling capacity) - Power Input: 900-1,300 watts (low power input) - EER: above 10kJ/hw (high EER) - Low noise/sound level - Energy Saving Capacity-Eco friendly - Good Quality, durable, low maintenance cost

		<ul style="list-style-type: none"> - 1-year warranty in parts and 3-5 years for compressor Installation: <ul style="list-style-type: none"> - 10 Feet Copper Wire - 10 Feet Communication Wire - 1 pc PVC Pipe drain - Bracket - Insulation - Circuit Breaker 	
	Qualifications of Bidder: <ol style="list-style-type: none"> 1. The Bidder must submit a valid PHILGEPS registration. 2. The Bidder must submit at least two (2) satisfactory performance within the last three (3) years. 3. The Bidder must submit a valid Mayor's/Business Permit. 4. The Bidder must submit an Omnibus Sworn Statement. <ol style="list-style-type: none"> 4.1 To attach duly notarized Special Power of Attorney (If representing the owner of a Sole proprietorship, or 4.2 To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint Venture. 		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF SUPPLY OF MATERIALS, DELIVERY, INSTALLATION AND COMMISSIONING OF TWO (2) BRAND NEW AIR CONDITIONING UNITS AT THE STCWO (2nd Posting)

Approved Budget for the Contract (ABC)	Total Offered Quotation
Ninety Four Thousand Pesos only (Php94,000.00)	<div style="margin-bottom: 10px;">In words: _____ _____ _____</div> <div>In figures: _____ _____</div>

Terms of Payment:

1. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA) within (7-15) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance Report by the MARINA;
2. The supplier shall provide the bank account wherein payment will be credited. 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. 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



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE

Supply of Materials, Delivery, Installation and Commissioning of two (2) brand new
Air conditioning Units at the STCWO

I. Background:

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DoTr), wishes to receive quotations from interested Service Providers for supply of materials, installation and commissioning of two (2) brand new air conditioning units of the STCW Office.

II. Objective:

The objective of this project is to seek from a qualified supplier the delivery of brand new air-conditioning units as set below in the Scope of Work and in accordance with the Technical Specifications.

III. Budget:

The Approved Budget of the Contract is **Ninety Four Thousand Pesos Only (P94,000.00)**, which will be charged against the MARINA Central Office funds FY 2023.

IV. Scope of Work:

The work of the supplier shall consist of furnishes, labor, supervision, equipment and materials for the following works:

1. Supply of materials, delivery, installation and commissioning of two (2) brand new inverter air-conditioning units (1 unit 2hp and 1 unit 1.5hp).
2. Brand new and appropriate refrigerant pipes, fittings, clamps, brackets and other mechanical accessories.
3. All equipment shall be installed in the locations that will be identified by the STCW Office.
4. The supplier shall close/restore all openings to its original condition all affected areas during the installation and commissioning of the air conditioning units.
5. The supplier shall thoroughly clean the project site including all areas disturbed by the installation of the air conditioning units for the duration of the project.

6. In case of service breakdown, the supplier, at its expense, shall send a qualified technician to repair the equipment within the day from receipt of notification from the user during the warranty period.

7. Quarterly Cleaning of Air-Conditioning Units (AC's) during the Warranty Period.

V. Technical Specifications:

Package	Unit/Qty	Description
1 lot	1 unit	2 HP WALL MOUNTED AIR-CONDITIONING UNIT Specification: <ul style="list-style-type: none"> - Inverter Compressor - 2.0 HP - Split Type - Blue Fin Condenser - With Wireless Remote Control - Locally Manufactured - Power Supply: 220-240V - Cooling Capacity: 16,000-19,000 kj/hr (high cooling capacity) - Power Input: 1,300-1,500 watts (low power input) - EER: above 12kj/hW (high EER) - Low noise/sound level - Energy Saving Capacity-Eco friendly - Good Quality, durable, low maintenance cost - 1-year warranty in parts and 3-5 years for compressor
	1 unit	1.5 HP WALL MOUNTED AIR-CONDITIONING UNIT Specification: <ul style="list-style-type: none"> - Inverter Compressor - 1.5 HP - Split Type - Blue Fin Condenser - With Wireless Remote Control - Locally Manufactured - Power Supply: 220-240V - Cooling Capacity: 12,000-16,000 kj/hr (high cooling capacity)

		<ul style="list-style-type: none"> - Power Input: 900-1,300 watts (low power input) - EER: above 10kj/hw (high EER) - Low noise/sound level - Energy Saving Capacity-Eco friendly - Good Quality, durable, low maintenance cost - 1-year warranty in parts and 3-5 years for compressor <p>Installation:</p> <ul style="list-style-type: none"> - 10 Feet Copper Wire - 10 Feet Communication Wire - 1 pc PVC Pipe drain - Bracket - Insulation - Circuit Breaker
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VI. Project Duration:

Supply and delivery must be completed within thirty (30) calendar days upon receipt of Notice to Proceed (NTP).

VII. Qualifications of Bidder:

1. The Bidder must submit a valid PHILGEPS registration.
2. The Bidder must submit at least two (2) satisfactory performance within the last three (3) years.
3. The Bidder must submit a valid Mayor's/Business Permit.
4. The Bidder must submit an Omnibus Sworn Statement.
 - 4.1 To attach duly notarized Special Power of Attorney (If representing the owner of a Sole proprietorship), or
 - 4.2 To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint Venture.


VIII. Terms of Payment:

1. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA) within (7-15) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance Report by the MARINA;
2. The supplier shall provide the bank account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

Prepared by:


GALILEO M. GARCIA, CPA
Chief
ASD, STCW Office

Recommending approval:


SAMUEL L. BATALLA
Executive Director
STCW Office

Reviewed by:


MS. BUENA G. RAMOS
Head, TWG for SVP


ATTY. SHARON D. ALEJO
Chairperson, MARINA BAC

APPROVED / ~~DISAPPROVED~~:


Atty. HERNANI N. FABIA
Administrator

Date: October 03, 2023
Version: 1
Tor splittypeaircon2023

~~Chief Administrative Officer~~

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]