



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9374681
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title AVAILMENT OF COURIER SERVICE FOR CY 2023 (3RD POSTING)
Area of Delivery Metro Manila

Solicitation Number:	2022-10-527	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:	Mail and Cargo Transport Services	Document Request List	0
Approved Budget for the Contract:	PHP 1,000,000.00	Date Published	23/12/2022
Delivery Period:	1 Year/s	Last Updated / Time	22/12/2022 12:17 PM
Client Agency:		Closing Date / Time	03/01/2023 13:00 PM
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		
Description Please see attached files. You may visit our website at www.marina.gov.ph (under transparency tab)			

Created by DIR. ARSENIO F. LINGAD II
Date Created 22/12/2022

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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 Maritime Industry Authority (MARINA) through its Bids and Awards Committee (BAC), intends to **PROCURE FOR THE AVAILMENT OF COURIER SERVICE FOR CY 2023 (3rd POSTING)** for its **Management, Financial and Administrative Service (MFAS)** for CY 2023 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 **One Million Pesos only (P1,000,000.00)**. 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 03 of January 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 Number**, **Business/Latest Income Tax Return** 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. ARSENIO 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

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 SERVICES

PROCUREMENT FOR THE AVAILMENT OF COURIER SERVICE FOR CY 2023				
Item	Description	Service Provider's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	Specific Scope of Services			
	1. Daily pick-up of parcel, mail, documents/printed matter including cargoes from the MARINA Central Office or as the need arises.			
	2. The Service Provider should not enter into a sub-contract with another service provider.			
	3. Delivery to the addressee of MARINA's parcel, mail, documents and other printed matter including cargoes, reckoned from the date of pick-up within three (3) working days.			
	4. In instances where the addressee/s cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the Service Provider, the latter shall pursue the delivery until three (3) attempts.			
	5. Release of MARINA mail shall be made only to the addressee or authorized representative, and only upon presentation and verification by the Service Provider of the authenticity of the identification card/s presented by the addressee or authorized representative.			
	6. The Service Provider shall return to MARINA all unclaimed cargoes and mails containing MARINA documents and other printed matter within five (5) working days from dispatch.			

	<p>7. The Service Provider shall submit to MARINA within thirty (30) calendar days, reckoned from dispatch the following:</p> <ul style="list-style-type: none"> a. Delivery Status Report and Delivery Receipt duly acknowledged by the addressee or his/her authorized representative with the signature over his/her printed name as proof the addressee has received the cargo, document/printed matter. b. Other reports and relevant documents as may be requested by MARINA c. Billing/Statement of Account. 			
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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.

CONDITIONS AND SUPPLIER RESPONSIBILITIES

PROCUREMENT FOR THE AVAILMENT OF COURIER SERVICE FOR CY 2023			
Item	Description	Contract Term	Service Provider's Statement of Compliance
S1 LOT	Specific Scope of Services <ol style="list-style-type: none"> 1. Daily pick-up of parcel, mail, documents/printed matter including cargoes from the MARINA Central Office or as the need arises. 2. The Service Provider should not enter into a sub-contract with another service provider. 3. Delivery to the addressee of MARINA's parcel, mail, documents and other printed matter including cargoes, reckoned from the date of pick-up within three (3) working days. 4. In instances where the addressee/s cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the Service Provider, the latter shall pursue the delivery until three (3) attempts. 5. Release of MARINA mail shall be made only to the addressee or authorized representative, and only upon presentation and verification by the Service Provider of the authenticity of the identification card/s presented by the addressee or authorized representative. 6. The Service Provider shall return to MARINA all unclaimed cargoes and mails containing MARINA documents and other printed matter within five (5) working days from dispatch. 7. The Service Provider shall submit to MARINA within thirty (30) calendar days, reckoned from dispatch the following: <ol style="list-style-type: none"> a. Delivery Status Report and Delivery Receipt duly acknowledged by the addressee or his/her authorized representative with the signature over his/her printed name as proof the addressee has received the cargo, document/printed matter. b. Other reports and relevant documents as may be requested by MARINA c. Billing/Statement of Account. 	<p>The contract shall be for a period of one (1) year and shall commence immediately upon signing of the contract.</p>	

	Minimum Qualifications <ul style="list-style-type: none"> • With wide-range delivery network for local and international destinations. • With online document tracking system for easy verification of status of delivery • Must be willing to give a credit line for them to be able to transact with MARINA 		
	Documentary Requirements Interested person/entities are invited to submit the following: <ol style="list-style-type: none"> 1. Letter of Intent and Quotations; 2. Valid Business/Mayor's Permit; 3. Income Tax Return (ITR); 4. Omnibus Sworn Statement 		
	Confidentiality of Agreement 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 FOR THE AVAILMENT OF COURIER SERVICE FOR CY 2023

Approved Budget for the Contract (ABC)	Total Offered Quotation
One Million Pesos only (P1,000,000.00)	<div style="margin-bottom: 10px;">In words: _____ _____ _____</div> <div>In figures: _____ _____ _____</div>

Terms of Payment:

- Payment shall be made through Authority to Debit Account by MARINA within thirty (30) calendar days from receipt of the Billing Statement.

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 FOR THE AVAILMENT OF COURIER SERVICE FOR CY 2023

OBJECTIVE OF THE ENGAGEMENT

1. To ensure fast and efficient, timely and secure delivery of official, sensitive and valuable documents and other printed matter to clients of MARINA.
2. To be able to track documents delivered to nationwide and internationally immediately.

SPECIFIC SCOPE OF SERVICES

1. Daily pick-up of parcel, mail, documents/printed matter including cargoes from the MARINA Central Office or as the need arises.
2. The Service Provider should not enter into a sub-contract with another service provider.
3. Delivery to the addressee of MARINA's parcel, mail, documents and other printed matter including cargoes, reckoned from the date of pick-up within three (3) working days.
4. In instances where the addressee/s cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the Service Provider, the latter shall pursue the delivery until three (3) attempts.
5. Release of MARINA mail shall be made only to the addressee or authorized representative, and only upon presentation and verification by the Service Provider of the authenticity of the identification card/s presented by the addressee or authorized representative.
6. The Service Provider shall return to MARINA all unclaimed cargoes and mails containing MARINA documents and other printed matter within five (5) working days from dispatch.
7. The Service Provider shall submit to MARINA within thirty (30) calendar days, reckoned from dispatch the following:
 - a. Delivery Status Report and Delivery Receipt duly acknowledged by the addressee or his/her authorized representative with the signature over his/her printed name as proof the addressee has received the cargo, document/printed matter.
 - b. Other reports and relevant documents as may be requested by MARINA

c. Billing/Statement of Account.

MINIMUM QUALIFICATIONS

- With wide-range delivery network for local and international destinations.
- With online document tracking system for easy verification of status of delivery
- Must be willing to give a credit line for them to be able to transact with MARINA

DURATION OF THE ENGAGEMENT

The contract shall be for a period of one (1) year and shall commence immediately upon signing of the contract.

ALLOCATED BUDGET

A budget of One Million pesos (P1,000,000.00) is appropriated for the availment of the courier service for 2023.

TERMS AND MANNER OF PAYMENT

Payment shall be made through Authority to Debit Account by MARINA within thirty (30) calendar days from receipt of the Billing Statement.

DOCUMENTARY REQUIREMENT

Interested person/entities are invited to submit their Letter of Intent and quotations, Valid Business/Mayor's Permit, Income Tax Return (ITR) and Omnibus Sworn Statement.

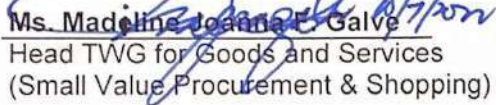
CONFIDENTIALITY OF AGREEMENT

The winning bidder shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon receipt of Notice of Award.


Prepared by:



Mr. Rodolfo D. Diawa
Chief, GSD, MFAS

Reviewed by:


Ms. Madeline Joanne F. Galve
Head TWG for Goods and Services
(Small Value Procurement & Shopping)

Recommending Approval:


Dir. Nenita S. Atienza
Director II, MFAS


Dir. Arsenio F. Lingad III
Chairperson, MARINA BAC

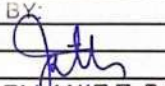
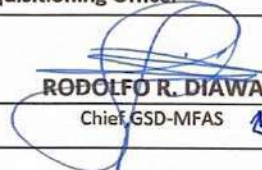

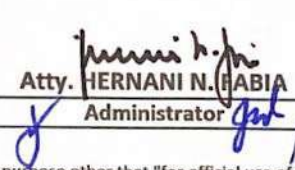
APPROVED/DISAPPROVED


Atty. HERNANI N. FABIA
Administrator



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

PURCHASE REQUEST

Office: MFAS			PR No. <u>2022-10-527</u>		
Division/Section: General Services Division/Records Section			SAI No.: <u>14 OCT 2022</u>		
Item No.	Unit	Item Description	QUANTITY	Unit cost	Total Cost
		COURIER SERVICE FOR CY 2023			1,000,000.00
		INDICATE			
		INCLUDED IN THE APP FY <u>2023</u>			
		CERTIFIED BY:			
					
		MELANIE T. BALIN			
		Chief, Administrative Officer			
Requisitioning Officer					
Signature: 					
Printed Name: RODOLFO R. DIAWA					
Designation: Chief, GSD-MFAS					
Purpose: FOR THE BUDGET OF COURIER SERVICE FOR CY 2023					
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE (per NFP 2023) <input type="checkbox"/> NO FUNDS AVAILABLE					
 ATTY. MARIVIC RAMOS Chief, BUDGET					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
Signature: 					
Printed Name: Atty. HERNANI N. HABIA					
Designation: Administrator					
Note: Please indicate specific purpose other than "for official use of the office." (e.g. monthly regular supplies, as per PP. 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]