



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 SERVICES FOR THE REPAIR/LABOR OF THE AIRCONDITIONING UNIT OF MOTOR VEHICLES OF MARITIME INDUSTRY AUTHORITY FOR THE MONTH OF NOVEMBER 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 **Sixty Two Thousand Pesos (Php 62,000.00)**. 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 04 January 2024** at the MARINA BAC Office located at 10<sup>th</sup> Floor MARINA Building, Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

A copy of your **Business/Mayor's Permit, Updated Certificate of Registration to PhilGEPS, and Omnibus Sworn Statement** are required to be submitted along with your signed quotation/proposal.

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

  
ATTY. SHARON L. DE CHAVEZ-ALEDO  
BAC Chairperson

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**BIDS AND AWARDS COMMITTEE**

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila  
(+632) 8524-6518 | [marina.gov.ph](http://marina.gov.ph) | [bacsec@marina.gov.ph](mailto: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 SERVICES FOR THE REPAIR/LABOR OF THE AIRCONDITIONING UNIT OF MOTOR VEHICLES OF MARITIME INDUSTRY AUTHORITY FOR THE MONTH OF NOVEMBER 2023				
Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	<b>SCOPE OF SERVICES REQUIREMENTS</b>  <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <b>Lot 1 – Toyota Innova SAA 9990</b>   <b>AIRCON WORKS:</b> <ol style="list-style-type: none"> <li>1. Pulldown evaporator front and rear portion for general cleaning and perform a leak test.</li> <li>2. Remove/replace the following parts:               <ol style="list-style-type: none"> <li>a. Front Cooling coil</li> <li>b. Rear cooling coil</li> <li>c. Front expansion valve</li> <li>d. Rear expansion valve</li> <li>e. A/C cabin filter</li> <li>f. Drier element</li> <li>g. O-ring pump all lines</li> <li>h. Dehydrates system</li> <li>i. Add a/c oil</li> <li>j. Recharge freon.</li> </ol> </li> </ol> </div>			

**Lot 2 – Toyota Innova SAA 9986**

**AIRCON WORKS:**

1. Pulldown evaporator front and rear portion for general cleaning and perform a leak test.
2. Remove/replace the following parts:
  - a. Front Cooling coil
  - b. Rear cooling coil
  - c. Front expansion valve
  - d. Rear expansion valve
  - e. A/C cabin filter
  - f. Drier element
  - g. O-ring pump all lines
  - h. Dehydrates system
  - i. Add a/c oil
  - j. Recharge freon.

**ELECTRICAL WORKS:**

3. Pulldown and re-install in door sidings to give way for repair of door key cylinder.
  - Repair of door key cylinder

*\*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 SERVICES FOR THE REPAIR/LABOR OF THE AIRCONDITIONING UNIT OF MOTOR VEHICLES OF MARITIME INDUSTRY AUTHORITY FOR THE MONTH OF NOVEMBER 2023			
Item	Description	Delivery Term	Bidders Statement of Compliance in Delivery Date
	<p><b>SCOPE OF SERVICES REQUIREMENTS</b></p> <p><b>Lot 1 – Toyota Innova SAA 9990</b></p> <p><b>AIRCON WORKS:</b></p> <ol style="list-style-type: none"> <li>3. Pulldown evaporator front and rear portion for general cleaning and perform a leak test.</li> <li>4. Remove/replace the following parts:               <ol style="list-style-type: none"> <li>k. Front Cooling coil</li> <li>l. Rear cooling coil</li> <li>m. Front expansion valve</li> <li>n. Rear expansion valve</li> <li>o. A/C cabin filter</li> <li>p. Drier element</li> <li>q. O-ring pump all lines</li> <li>r. Dehydrates system</li> <li>s. Add a/c oil</li> <li>t. Recharge freon.</li> </ol> </li> </ol>	<p>The aircon repair Contract of Two (2) units of motor vehicles shall be One (1) month upon receipt of the Notice to Proceed (NTP) and or Purchase Order (P.O).</p>	

**Lot 2 – Toyota Innova SAA 9986**

**AIRCON WORKS:**

1. Pull down evaporator front and rear portion for general cleaning and perform a leak test.
2. Remove/replace the following parts:
  - k. Front Cooling coil
  - l. Rear cooling coil
  - m. Front expansion valve
  - n. Rear expansion valve
  - o. A/C cabin filter
  - p. Drier element
  - q. O-ring pump all lines
  - r. Dehydrates system
  - s. Add a/c oil
  - t. Recharge freon.

**ELECTRICAL WORKS:**

3. Pull down and re-install in door sidings to give way for repair of door key cylinder.
  - Repair of door key cylinder

**CONDITIONS**

1. The project shall cover the provision of materials, labor, parts, tools, equipment, and all necessary items by the Service Provider for the aircon repair services for the MARINA service vehicles.
2. The service provider shall be responsible and provide immediate repair work upon check-in of the service vehicle to their service center and all works undertaken should fall under warranty.
3. The delivery schedule will be the actual aircon repair upon delivery of the service vehicle to the service center.
4. Corrective repair works not included in the Purchase Order/ Job Order **which are due to unforeseen damage and defective parts shall not form part of the ABC.**

	<p>5. Ensures the safekeeping of motor vehicles during aircon repair work at the service centers.</p> <p>6. Provide service billing/ billing statements and official receipts for every repair accomplished by the Service Provider.</p>		
	<p><b>DOCUMENTARY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Business Permit/ Valid Mayor's Permit;</li> <li>• Updated Certificate of Registration to PhilGEPS;</li> <li>• Omnibus Sworn Statement <ul style="list-style-type: none"> <li>➤ To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship).</li> <li>➤ 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).</li> </ul> </li> </ul>		

\_\_\_\_\_  
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 SERVICES FOR THE REPAIR/LABOR OF THE AIRCONDITIONING UNIT OF MOTOR VEHICLES OF MARITIME INDUSTRY AUTHORITY FOR THE MONTH OF NOVEMBER 2023	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<b>Sixty-Two Thousand Pesos Only</b> <i>(Php 62, 000.00)</i>	<div style="margin-bottom: 10px;">In words: _____ _____ _____</div> <div>In figures: _____ _____</div>

### Terms of Payment:

The MARINA shall pay the contracted service provider within fifteen (15) days upon receipt of the billing statement or statement of account for a particular Purchase Order/ Job Order for aircon repair of motor vehicles.

### 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

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Office Telephone No.

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Fax/Mobile No.

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Email Address/es

## TERMS OF REFERENCE

### PROCUREMENT OF SERVICES FOR THE REPAIR/LABOR OF THE AIRCONDITIONING UNIT OF MOTOR VEHICLES OF MARITIME INDUSTRY AUTHORITY FOR THE MONTH OF NOVEMBER 2023

#### I. RATIONALE

The Maritime Industry Authority, has maintained the value and protected the service vehicle from further damage, and restored it to factory standard in order to support the daily operational and effectively carry out the mandated functions, and administrative requirements of MARINA.

The MARINA intends to engage a Service Provider for the provision of repair of the airconditioning unit of motor vehicles, including the materials, labor, and parts, for two (2) units of MARINA motor vehicles.

#### II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for this project is Sixty-Two Thousand Pesos (Php 62, 000.00), inclusive of all applicable government taxes.

The breakdown of the ABC per typology of the MARINA motor vehicles is as follows:

LOT	TYOLOGY	ABC
1	Toyota Innova SAA 9990	Php 27,000.00
2	Toyota Innova SAA 9986	Php 35,000.00
	<b>TOTAL</b>	<b>Php 62,000.00</b>

#### III. DOCUMENTARY REQUIREMENTS

- Business Permit/ Valid Mayor's Permit;
- Updated Certificate of Registration to PhilGEPS;
- Omnibus Sworn Statement
  - To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship).
  - 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).

#### IV. CONTRACT DURATION

The aircon repair Contract of Two (2) units of motor vehicles shall be One (1) month upon receipt of the Notice to Proceed (NTP) and or Purchase Order (P.O).

#### V. PAYMENT SCHEME

The MARINA shall pay the contracted service provider within fifteen (15) days upon receipt of the billing statement or statement of account for a particular Purchase Order/ Job Order for aircon repair of motor vehicles.

## VI. SCOPE OF SERVICES REQUIREMENTS

### Lot 1 – Toyota Innova SAA 9990

#### AIRCON WORKS:

1. Pulldown evaporator front and rear portion for general cleaning and perform a leak test.
2. Remove/replace the following parts:
  - a. Front Cooling coil
  - b. Rear cooling coil
  - c. Front expansion valve
  - d. Rear expansion valve
  - e. A/C cabin filter
  - f. Drier element
  - g. O-ring pump all lines
  - h. Dehydrates system
  - i. Add a/c oil
  - j. Recharge freon.

### Lot 2 – Toyota Innova SAA 9986

#### AIRCON WORKS:

1. Pulldown evaporator front and rear portion for general cleaning and perform a leak test.
2. Remove/replace the following parts:
  - a. Front Cooling coil
  - b. Rear cooling coil
  - c. Front expansion valve
  - d. Rear expansion valve
  - e. A/C cabin filter
  - f. Drier element
  - g. O-ring pump all lines
  - h. Dehydrates system
  - i. Add a/c oil
  - j. Recharge freon.

#### ELECTRICAL WORKS:

3. Pulldown and re-install in door sidings to give way for repair of door key cylinder.
  - Repair of door key cylinder

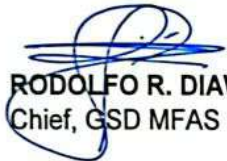
## VII. CONDITIONS

1. The project shall cover the provision of materials, labor, parts, tools, equipment, and all necessary items by the Service Provider for the aircon repair services for the MARINA service vehicles.
2. The service provider shall be responsible and provide immediate repair work upon check-in of the service vehicle to their service center and all works undertaken should fall under warranty.

✓

3. The delivery schedule will be the actual aircon repair upon delivery of the service vehicle to the service center.
4. Corrective repair works not included in the Purchase Order/ Job Order **which are due to unforeseen damage and defective parts shall not form part of the ABC.**
5. Ensures the safekeeping of motor vehicles during aircon repair work at the service centers.
6. Provide service billing/ billing statements and official receipts for every repair accomplished by the Service Provider.


Submitted by:

  
**RODOLFO R. DIAWA**  
Chief, GSD MFAS

Recommending Approval:

  
**NENITA S. ATIENZA**  
Director II, MFAS

Reviewed by:

  
**BUENA G. RAMOS**  
Head, TWG for Goods and Services  
(for SVP and Shopping 1M and below)

  
**Atty. SHARON D. ALEJO**  
BAC Chairperson

Approved/~~Disapproved~~

  
**SONIA B. MALALUAN**  
Administrator



Republic of the Philippines  
Department of Transportation  
**MARITIME INDUSTRY AUTHORITY**

**PURCHASE REQUEST**

Office: MFAS		PR No.: 2023-10-454 SAI No.: OCT 04 2023			
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	unit	Repair of airconditioning unit of Toyota Innova SAA 0086 of MDS. <i>SMA 9940</i>	1		27000.00 <i>g</i>
		xx-nothing follows-xx			
		Driver: Bernabe G. Cayabyab			
					27,000.00 <i>g</i>
Signature:			Requisitioning Officer		
Printed Name:			ARSENIO F. LINGAD II		
Designation:			Director II, MDS		
Purpose		To have a working air conditioning and heating system as it offers a safe way to drive.			
<b>CERTIFICATION</b>					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		<i>ATTY. MARIVIC S. RAMOS, CPA</i> Chief, Budget Division <i>7</i>			
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
Signature:		<i>Nenita S. Atienza</i>			
Printed Name:		NENITA S. ATIENZA			
Designation:		Director II, MFAS			
Note: Please indicate a specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)					

WITH SUPPLEMENTAL TO PPMP  
FY: *2023*  
*Mellanie T. Balin*  
MELLANIE T. BALIN  
Chief, Administrative Services 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]*