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Philippine Government Electronic Procurement System

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10163741
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF MARINA ID MATERIALS (PVC, COLOR RIBBON AND RETRANSFER FILM FOR CY 2023)
Area of Delivery Metro Manila

Solicitation Number:	2023-02-078	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 124,500.00		
Delivery Period:	7 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	26/09/2023
		Last Updated / Time	25/09/2023 15:01 PM
		Closing Date / Time	02/10/2023 12:00 PM

Description

PROCUREMENT OF MARINA ID MATERIALS (PVC, COLOR RIBBON AND RETRANSFER FILM FOR CY 2023)

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 25/09/2023

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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 HRMDD - MFAS through its Bids and Awards Committee (BAC), intends to **PROCURE MARINA ID MATERIALS (PVC, COLOR RIBBON AND RETRANSFER FILM)** for CY 2023 in accordance with **Section 53.9 (Small Value Procurement)** of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Twenty-Four Thousand and Five Hundred Pesos (P124,500.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 02 of 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 **2022 Business/Mayor's Permit¹**, **PhilGEPS Registration Number**, 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


ATTY. SHARON D. ALEDO
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

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila

(+632) 8524-6518 | marina.gov.ph | 2021marinabac@gmail.com

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:

S P E C I F I C A T I O N S

PROCUREMENT OF MARINA ID MATERIALS (PVC, COLOR RIBBON AND RETRANSFER FILM)				
Item	Description	Training Provider's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	SPECIFICATIONS 1. Three (3) Rolls Color Ribbon: - Ultra High Definition Color Ribbon - 500 prints (Dual Sided) 2. Three (3) Rolls Retransfer Film: - High Definition Retransfer Film - Yields: 500 counts/roll for dual sided printing 3. Six (6) box PVC Card: - ISO Standard Size: CR80 x .76 mm - Ultra High Definition Coating - 250 cards/box			

**The above quoted prices are inclusive of all costs and applicable taxes.*

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

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

SCHEDULE OF REQUIREMENTS

PROCUREMENT OF MARINA ID MATERIALS (PVC, COLOR RIBBON AND RETRANSFER FILM)

Item	Description	Contract Term	Training Provider's Statement of Compliance
	SPECIFICATIONS 1. Three (3) Rolls Color Ribbon: - Ultra High Definition Color Ribbon - 500 prints (Dual Sided) 2. Three (3) Rolls Retransfer Film: - High Definition Retransfer Film - Yields: 500 counts/roll for dual sided printing 3. Six (6) box PVC Card: - ISO Standard Size: CR80 x .76 mm - Ultra High Definition Coating - 250 cards/box	The winning bidder should deliver the MARINA ID Materials (PVC, Color Ribbon and Retransfer Film) to the Maritime Industry Authority within seven (7) calendar days from receipt of the Notice to Proceed (NTP) and Purchase Order.	
	CONDITIONS The winning bidder shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA.		
	DOCUMENTARY REQUIREMENTS 1. Updated Business/Mayor's Permit 2. PhilGEPS Registration 3. Omnibus Sworn Statement 3.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship) 3.2. 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

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F I N A N C I A L O F F E R

PROCUREMENT OF MARINA ID MATERIALS (PVC, COLOR RIBBON AND RETRANSFER FILM)	
Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Twenty-Four Thousand and Five Hundred Pesos (P124,500.00)	<div style="margin-bottom: 10px;">In words: _____ _____ _____</div> <div>In figures: _____ _____ _____</div>

Terms of Payment:

Payment shall be made within fifteen (15) to thirty (30) days upon receipt of Billing Invoice/Statement of Account and upon issuance of Inspection and Acceptance of Report by MARINA.

Payment Details:

<i>Banking Institution :</i> _____
<i>Account Number :</i> _____
<i>Account Name :</i> _____
<i>Branch :</i> _____

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

Page
5

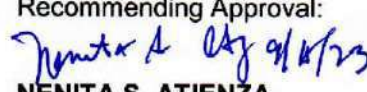
TERMS OF REFERENCE

PROJECT	Procurement of MARINA ID Materials (PVC, Color Ribbon and Retransfer Film)
APPROVED BUDGET	One Hundred Twenty-Four Thousand and Five Hundred Pesos (P124,500.00) inclusive of all applicable taxes
SPECIFICATIONS	<ol style="list-style-type: none"> 1. Three (3) Rolls Color Ribbon: <ul style="list-style-type: none"> - Ultra High Definition Color Ribbon - 500 prints (Dual Sided) 2. Three (3) Rolls Retransfer Film: <ul style="list-style-type: none"> - High Definition Retransfer Film - Yields: 500 counts/roll for dual sided printing 3. Six (6) box PVC Card: <ul style="list-style-type: none"> - ISO Standard Size: CR80 x .76 mm - Ultra High Definition Coating - 250 cards/box
DELIVERY TERM	The winning bidder should deliver the MARINA ID Materials (PVC, Color Ribbon and Retransfer Film) to the Maritime Industry Authority within seven (7) calendar days from receipt of the Notice to Proceed (NTP) and Purchase Order.
CONDITIONS	The winning bidder shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA.
PAYMENT TERM	Payment shall be made within fifteen (15) to thirty (30) days upon receipt of Billing Invoice/Statement of Account and upon issuance of Inspection and Acceptance of Report by MARINA.
DOCUMENTARY REQUIREMENTS	<ol style="list-style-type: none"> 1. Updated Business/Mayor's Permit 2. PhilGEPS Registration 3. Omnibus Sworn Statement <ol style="list-style-type: none"> 3.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship) 3.2 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).


Prepared by:


KAROL C. PONCE
Officer-in-Charge
HRMDD, MFAS

Recommending Approval:

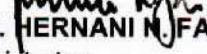

NENITA S. ATIENZA
Director II, MFAS

Reviewed by:


BUENA G. RAMOS
IT Officer IV, MISS as
Head TWG


Atty. SHARON D. ALEJO
Director II, LS
BAC Chairperson

APPROVED/DISAPPROVED:


ATTY. HERNANI N. FABIA
Administrator



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

11.00
FEB 15 2023



MARITIME INDUSTRY AUTHORITY

Form No. QMS - 10/2-1

Revision No. /Date: 0/15 Nov 2010

PURCHASE REQUEST

OFFICE: Management, Financial & Administrative Service			PR No: 2023-02-078		
DIVISION/SECTION: HRMDD			SAI No: 14 FEB 2023		
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Rolls	1. Matica Technologies EDIsecure XID Ribbon -YMCK Ultra High Definition Color Ribbon -500 prints (Dual Sided)	3	30,000.00	90,000.00
	Rolls	2. Matica Technologies EDIsecure XID300 Retransfer Film (500 counts) - High Definition Retransfer Film -Yields: 500 counts/roll for dual sided printing	3	7,500.00	22,500.00
	Box	3. Matica Technologies EDIsecure PVC Cards -ISO Standard Size: CR80 x .76mm -Ultra High Definition Coating - 250 Cards/ box	6	2,000.00	12,000.00
					Php124,500.00
REQUISITIONING OFFICER					
SIGNATURE:					
PRINTED NAME:		JINKY M. MENDOZA			
DESIGNATION:		Officer-in-Charge			
PURPOSE:		For New MARINA ID			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE					
<div>INCLUDED IN THE APP FY 2023 CERTIFIED BY: MELLANIE T. BALIN Chief Administrative Officer</div> <div>ATTY. MARVIC S. RAMOS, CPA Chief Administrative Officer</div>					
			<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	
SIGNATURE:					
PRINTED NAME		ATTY. HERNANI N. FABIA			
DESIGNATION		Administrator Office of the Administrator			
Note: Please indicate specific purpose other than "for official use of the Office") e.g. monthly regular supplies, as per APP, special projects, etc.)					



Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]