



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 VARIOUS OFFICE FURNITURES/FIXTURES (EQUIPMENT) OF THE STCWO** 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 **Two Hundred Twenty Five Thousand Five Hundred Pesos (P225,500.00)**.

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 06 March 2024** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **PhilGEPS Registration Number**, **Mayor's / Business Permit**, 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


ATTY. SHARON L. DE CHAVEZ-ALEDO
BAC Chairperson

BIDS AND AWARDS COMMITTEE

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

(+632) 8524-6518 | marina.gov.ph | 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:

SPECIFICATIONS

PROCUREMENT OF VARIOUS OFFICE FURNITURES/FIXTURES (EQUIPMENT) OF THE STCWO

Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)																								
	<table><tr><th>CONTRACT PACKAGE</th><th>ITEM DESCRIPTION</th><th>QTY</th><th>UNIT</th></tr><tr><td>1 LOT</td><td>Supply, Delivery of various office furnitures/fixtures (Equipment)</td><td></td><td></td></tr><tr><td></td><td>STEEL FILING CABINET WITH FOUR DRAWERS/LOCK Specification:<ul style="list-style-type: none">All metal constructionFinishing: Powder CoatedColor: grayProvided with four (4) vertical type drawersEach drawer is equipped with sliding type file divider, roller bearings gliding on steel railingAll drawers controlled by centralized key lock</td><td>2</td><td>UNITS</td></tr><tr><td></td><td>STEEL OPEN SHELVES Specification:<ul style="list-style-type: none">All metal constructionFinishing: Powder CoatedColor: gray5 layer</td><td>7</td><td>UNITS</td></tr><tr><td></td><td>STEEL RACK OPEN CABINET, 5 LAYERS Specification:<ul style="list-style-type: none">5 layer open-typed steel shelf cabinetAdjustable shelf heightPoweder coated painting finishColor: grayAll metal construction</td><td>2</td><td>UNITS</td></tr><tr><td></td><td>SLIDING GLASS DOOR STEEL CABINET Specification:<ul style="list-style-type: none">4 Adjustable ShelvesColor: BeigeWith lock</td><td>5</td><td>UNITS</td></tr></table>	CONTRACT PACKAGE	ITEM DESCRIPTION	QTY	UNIT	1 LOT	Supply, Delivery of various office furnitures/fixtures (Equipment)				STEEL FILING CABINET WITH FOUR DRAWERS/LOCK Specification: <ul style="list-style-type: none">All metal constructionFinishing: Powder CoatedColor: grayProvided with four (4) vertical type drawersEach drawer is equipped with sliding type file divider, roller bearings gliding on steel railingAll drawers controlled by centralized key lock	2	UNITS		STEEL OPEN SHELVES Specification: <ul style="list-style-type: none">All metal constructionFinishing: Powder CoatedColor: gray5 layer	7	UNITS		STEEL RACK OPEN CABINET, 5 LAYERS Specification: <ul style="list-style-type: none">5 layer open-typed steel shelf cabinetAdjustable shelf heightPoweder coated painting finishColor: grayAll metal construction	2	UNITS		SLIDING GLASS DOOR STEEL CABINET Specification: <ul style="list-style-type: none">4 Adjustable ShelvesColor: BeigeWith lock	5	UNITS			
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REQUEST FOR QUOTATION FORM FOR STCWO

**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

REQUEST FOR QUOTATION FORM FOR STCW/O

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 VARIOUS OFFICE FURNITURES/FIXTURES (EQUIPMENT) OF THE STCWO																											
Item	Description	Delivery Term	Bidder's Statement of Compliance in Delivery Date																								
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REQUEST FOR QUOTATION FORM FOR STCWO

	<ul style="list-style-type: none"> ○ All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; ○ The Furniture, Fixtures and Equipment shall be covered by warranty on all parts, components, and after sales services for a period of one (1) year after its inspection and acceptance by MARINA; ○ During the warranty period, the winning supplier shall provide personnel to service all the equipment including its components/peripherals whenever breakdown and/or any related problem should occur. 		
	<p>The prospective supplier shall submit the following documents:</p> <ul style="list-style-type: none"> a. PhilGEPS Registration Number; b. Mayor's/Business Permit ; c. Omnibus Sworn Statement <ul style="list-style-type: none"> a. To attach duly notarized Special Power of Attorney (if representing the owner of sole proprietorship), or b. 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

REQUEST FOR QUOTATION FORM FOR STCWO

FINANCIAL OFFER

PROCUREMENT OF VARIOUS OFFICE FURNITURES/FIXTURES (EQUIPMENT) OF THE STCWO

Approved Budget for the Contract (ABC)	Total Offered Quotation
Two Hundred Twenty Five Thousand Five Hundred Pesos Only (Php 225,500.00)	In words: _____

	In figures: _____

Terms of Payment:

- Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report by the MARINA;
- Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 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.

REQUEST FOR QUOTATION FORM FOR STCWO

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

REQUEST FOR QUOTATION FORM FOR STCWO



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE

FOR THE PROCUREMENT OF VARIOUS OFFICE FURNITURES/FIXTURES
(EQUIPMENT) OF THE STCWO

1. INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation (DOTr), through its Bids and Awards Committee (BAC), wishes to invite quotations from interested persons and entities for the following:

CONTRACT PACKAGE	ITEM DESCRIPTION	QTY	UNIT
1 LOT	Supply, Delivery of various office furnitures/fixtures (Equipment)		
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MARINA Building
20th Street corner Bonifacio Drive
1018 Port Area (South), Manila

Tel. Nos: (632) 8523-9078/ 8526-0971
Fax No: (632) 8524-2895
Website: www.marina.gov.ph

2. **APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **TWO HUNDRED TWENTY FIVE THOUSAND FIVE HUNDRED PESOS (P225,500.00)**, inclusive of all applicable taxes or other miscellaneous expenses and will be charged against the MARINA Central Office funds FY 2024.

3. **CONDITIONS AND SUPPLIER RESPONSIBILITIES:**

- 3.1 The prospective supplier shall bid in the above-listed item;
- 3.2 The prospective supplier shall provide photo/picture of the items being procured. Photo/pictures of items not compliant with the requirement will be disqualified.
- 3.3 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.4 The Furniture, Fixtures and Equipment shall be covered by warranty on all parts, components, and after sales services for a period of one (1) year after its inspection and acceptance by MARINA;
- 3.5 During the warranty period, the winning supplier shall provide personnel to service all the equipment including its components/peripherals whenever breakdown and/or any related problem should occur.
- 3.6 **The prospective supplier shall submit the following documents:**
 - a. PhilGEPS Registration Number;
 - b. Mayor's/Business Permit ;
 - c. Omnibus Sworn Statement
 - a. To attach duly notarized Special Power of Attorney (if representing the owner of sole proprietorship), or
 - b. 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.

4. **PERIOD OF DELIVERY:**

The delivery shall be within fifteen (15) calendar days from the receipt of Notice to Proceed and Purchase Order.

5. **TERMS OF PAYMENT:**

- 5.1 Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report by the MARINA;

5.2 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);

5.3 The supplier shall provide the bank Account wherein payment will be credited.

5.4 Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

Prepared by:



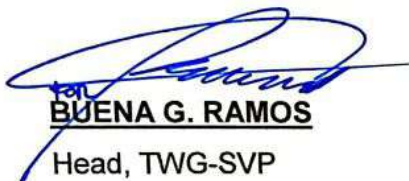
GALILEO M. GARCIA, CPA
Chief, Administrative Services Division
STCW Office

Recommending Approval:



SAMUEL L. BATALLA
Executive Director
STCW Office

Reviewed by:



BUENA G. RAMOS
Head, TWG-SVP



ATTY. SHARON D. ALEDO
Chairperson, MARINA BAC

Approved/Disapproved



SONIA B. MALALUAN
Administrator

2/20/24



0350

[illegible]

INCLUDED IN THE APP FY 2014
 CERTIFIED BY: [Signature]
 MELLANIE T. BALIN 11/17
 — Chief, Administrative Center

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

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