



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 CATERING SERVICES FOR MARINA BOARD MONTHLY MEETING** 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 **Four Hundred Thousand Pesos (Php 400,000.00)**.

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

A copy of the following are required to be submitted along with your signed quotation/proposal: **1.)** At least three (3) years continuous business operation with experience in catering services for corporate meetings in private and/or government agencies/corporations; **(1.1)** Certificates from previous Clients, or **(1.2)** Other proof that shows continuous operation of catering business for at least three (3) years. **2.)** Mayor's/Business Permit; **3.)** PhilGEPS Registration Number; **4.)** Omnibus Sworn Statement;

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:

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

PROCUREMENT OF CATERING SERVICES FOR MARINA BOARD MONTHLY MEETING				
Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	<p>Requirements</p> <ol style="list-style-type: none">1. Able to provide food with superior taste and simple but elegant buffet station;2. Have a wide variety of menu choices for each of the following type: For buffet lunch:<ul style="list-style-type: none">• Steamed rice• Soup• 4 Viand<ul style="list-style-type: none">○ Beef/Pork○ Fish/ Seafood○ Chicken○ Vegetables• Desserts• Assorted drinks/soda/canned juice			

	<p>For snacks:</p> <ul style="list-style-type: none"> • Sandwich or noodle-based dish or other Filipino merienda dishes • Assorted drinks/soda/canned juice <p>Other food requirements:</p> <ul style="list-style-type: none"> • Continuous flow of brewed coffee/tea • Provision for option for sugar free drinks • Provision for bottled mineral water • Mints/nuts/chips/on the table <p>3. Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time;</p> <p>4. Complete preparation and set-up of buffet table/tables and chairs with covers at least one (1) hour before the meeting and as per availability of space in the venue; and</p> <p>5. Waiters/food attendant in appropriate attire with skill in food preparation and serving.</p>			
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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 CATERING SERVICES FOR MARINA BOARD MONTHLY MEETING			
Item	Description	Delivery Term	Bidders Statement of Compliance in Delivery Date
	<p>Requirements</p> <ol style="list-style-type: none"> 1. Able to provide food with superior taste and simple but elegant buffet station; 2. Have a wide variety of menu choices for each of the following type: <ul style="list-style-type: none"> For buffet lunch: <ul style="list-style-type: none"> • Steamed rice • Soup • 4 Viand <ul style="list-style-type: none"> ○ Beef/Pork ○ Fish/ Seafood ○ Chicken ○ Vegetables • Desserts • Assorted drinks/soda/canned juice For snacks: <ul style="list-style-type: none"> • Sandwich or noodle-based dish or other Filipino merienda dishes • Assorted drinks/soda/canned juice Other food requirements: <ul style="list-style-type: none"> • Continuous flow of brewed coffee/tea • Provision for option for sugar free drinks 		

	<ul style="list-style-type: none"> • Provision for bottled mineral water • Mints/nuts/chips/on the table <ol style="list-style-type: none"> 3. Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time; 4. Complete preparation and set-up of buffet table/tables and chairs with covers at least one (1) hour before the meeting and as per availability of space in the venue; and 5. Waiters/food attendant in appropriate attire with skill in food preparation and serving 		
	<p><u>Number of Meeting and Number of Participants</u></p> <p>The number of meetings is estimated to be once a month from January 2024 to December 2024, depending on the need of the MARINA Board to meet, schedule of which will be communicated one (1) week prior the Board Meeting. The participants in every meeting is approximately 40 persons composed of the MARINA Board Members, Directors / Officers-In Charge from the MARINA Central Office and the Secretariat.</p>		
	<p><u>Venue</u></p> <p>Venue of the meeting is conducted in the MARINA Board room at the 3rd Floor but may be moved to other suitable venue within MARINA premises.</p>		
	<p><u>Documentary Requirements</u></p> <p>The Caterer should have the following minimum requirements:</p> <p>A. Documentary Requirements which should be attached in the quotation.</p> <ol style="list-style-type: none"> 1. At least three (3) years continuous business operation with experience in catering services for corporate meetings in private and/or government agencies/corporations; <p>1.1. Certificates from previous Clients, or</p>		

	<p>1.2. Other proof that shows continuous operation of catering business for at least three (3) years.</p> <p>2. Mayor's/Business Permit;</p> <p>3. PhilGEPS Registration Number;</p> <p>4. Omnibus Sworn Statement;</p> <p>5.1 To attach duly notarized Special Power of Attorney (SPA) (if representing the owner of a sole proprietorship,) or</p> <p>5.2 To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable if representing a Partnership, Corporation Cooperative or Joint venture).</p>		
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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 CATERING SERVICES FOR MARINA BOARD MONTHLY MEETING

Approved Budget for the Contract (ABC)	Total Offered Quotation
<i>Four Hundred Thousand Pesos Only (Php 400,000.00)</i>	<div style="margin-bottom: 10px;">In words: _____ _____ _____</div> <div>In figures: _____ _____</div>

Terms of Payment:

Payment shall be through send bill arrangement, to be paid within thirty (30) days upon receipt of the billing invoice.

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

REQUEST FOR QUOTATION FORM FOR **LEGAL SERVICE**

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

**TERMS OF REFERENCE
PROCUREMENT OF CATERING SERVICES FOR MARINA BOARD MONTHLY
MEETING**

I. Background

The Maritime Industry Authority (MARINA) intends to procure Catering Services for the MARINA Monthly Board Meetings for 2024.

II. Approved Budget for the Contract (ABC) and Fund Source

The Total Approved Budget to be charged against MARINA Central Office is Four Hundred Thousand Pesos (Php 400,000.00) inclusive of all applicable taxes broken down as follows:

Snack (AM or PM) and Buffet Lunch	P1,000 x 40 pax x 10 Board Meetings (March to December 2024)	Php 400,000.00
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Proposals/quotations higher than the ABC will be automatically disqualified.

III. Number of Meeting and Number of Participants

The number of meetings is estimated to be once a month from January 2024 to December 2024, depending on the need of the MARINA Board to meet, schedule of which will be communicated one (1) week prior the Board Meeting. The participants in every meeting is approximately 40 persons composed of the MARINA Board Members, Directors / Officers-In Charge from the MARINA Central Office and the Secretariat.

IV. Venue

Venue of the meeting is conducted in the MARINA Board room at the 3rd Floor but may be moved to other suitable venue within MARINA premises.

V. Requirements

The Caterer should have the following minimum requirements:

A. Documentary Requirements which should be attached in the quotation.

1. At least three (3) years continuous business operation with experience in catering services for corporate meetings in private and/or government agencies/corporations;
 - 1.1. Certificates from previous Clients, or
 - 1.2. Other proof that shows continuous operation of catering business for at least three (3) years.

3. PhilGEPS Registration Number;

4. Omnibus Sworn Statement;

5.1 To attach duly notarized Special Power of Attorney (SPA) (if representing the owner of a sole proprietorship,) or

5.2 To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable if representing a Partnership, Corporation Cooperative or Joint venture).

B. Other Requirements

1. Able to provide food with superior taste and simple but elegant buffet station;

2. Have a wide variety of menu choices for each of the following type:

For buffet lunch:

- Steamed rice
- Soup
- 4 Viand
 - Beef/Pork
 - Fish/ Seafood
 - Chicken
 - Vegetables
- Desserts
- Assorted drinks/soda/canned juice

For snacks:

- Sandwich or noodle-based dish or other Filipino merienda dishes
- Assorted drinks/soda/canned juice

Other food requirements:

- Continuous flow of brewed coffee/tea
- Provision for option for sugar free drinks
- Provision for bottled mineral water
- Mints/nuts/chips/on the table

3. Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time;

4. Complete preparation and set-up of buffet table/tables and chairs with covers at least one (1) hour before the meeting and as per availability of space in the venue; and

5. Waiters/food attendant in appropriate attire with skill in food preparation and serving.

VI. Terms of Payment

Payment shall be through send bill arrangement, to be paid within thirty (30) days upon receipt of the billing invoice.

VII. Official Contact for Expression of Interest

Interested persons and entities are invited to submit their quotation with Letter of Intent to:


General Service Division
Management, Financial and Administrative Service
10th floor MARINA Building,
Bonifacio Drive cor. 20th Street, Port Area, Manila
Contact No.: (02) 8524-6518
Email : gsdprosec@gmail.com / mfas_gsd@marina.gov.ph

Prepared by:



ATTY. DANIEL MARTIN G. ORAL
Division Chief, Prosecution Division, LS

Reviewed by:



MISS BUENA G. RAMOS
Head TWG for Goods and Services
(Small Value Procurement & Shopping)



ATTY. SHARON L. DE CHAVEZ-ALEDO
Chairperson, MARINA BAC

APPROVED/~~DISAPPROVED~~



SONIA B. MALALUAN
Administrator

rim



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

Form No. QMS-10/2-1
Revision No./Date: 0/15 Nov 2010



0029

PURCHASE REQUEST

Office: LEGAL SERVICE		PR No.: <u>2024-02-040</u>			
Division/Section:		SAI No.: <u>FEB 0 8 2024</u>			
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		For the Procurement of Catering	10	40,000.00	400,000.00
		Services for MARINA BOARD Monthly			
		Meetings from March to December			
		2024			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">INCLUDED IN THE APP FY <u>2024</u> CERTIFIED BY <u>[Signature]</u> MELANIE T. ZALIN Chief, Administrative Center</div>					
					400,000.00
			Requisitioning Officer		
Signature:		<u>[Signature]</u>			
Printed Name:		ATTY. SHARON L. DE CHAVEZ-ALEDO			
Designation:		Director, Legal Service			
For the Procurement of Catering Services for MARINA BOARD Monthly Meetings from March to December 2024.					
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE					
<u>[Signature]</u> ATTY. MARVIC S. RAMOS Chief, Budget Division H					
			<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	
			PR Approver		
Signature:		<u>[Signature]</u>			
Printed Name:		SONIA B. MALALUAN			
Designation:		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.)					

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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]