



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 a Service Provider for the Quarterly Preventive Maintenance Service, Comprehensive Repair, and Replacement of Non-Functional CCTV Cameras and Its Components for the MARINA Central Office 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 **Two Hundred Fifty Thousand Pesos only (Php250,000.00)** inclusive of all applicable government charges.

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 quotations duly signed by your representative **not later than 22 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 the following are required to be submitted along with your signed quotation/proposal: a. DTI Business Registration or SEC Certificate, b. Valid PhilGEPS Registration, c. Valid Business/Mayor's Permit, d. Omnibus Sworn Statement (d.1) To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship). (d.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) e. Minimum one (1) year in the CCTV maintenance and repair industry (Service Record/JOB Order/Contract with other entity/ies to be submitted to MARINA). f. Service Provider must submit list of service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively g. Service Provider must submit a verifiable Client Satisfaction Rating as proof of satisfactorily providing similar service with another government agency or private entity within one (1) year preceding the submission of the quotation.

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 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'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 specifications. 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:

TECHNICAL SPECIFICATION

PROCUREMENT OF A SERVICE PROVIDER FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE, COMPREHENSIVE REPAIR, AND REPLACEMENT OF NON-FUNCTIONAL CCTV CAMERAS AND ITS COMPONENTS FOR THE MARINA CENTRAL OFFICE

Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)																																																
	SCOPE OF WORK a. The supply of supervision, labor, equipment, tools, and expertise for the Replacement of the following CCTV Cameras and defective components/parts: <table><tr><th>Item No</th><th>Type of Camera</th><th>Floor</th><th>Location</th></tr><tr><td>1</td><td>Dome</td><td>Ground Floor</td><td>Basement Parking</td></tr><tr><td>2</td><td>Dome</td><td>Ground Floor</td><td>Basement Parking</td></tr><tr><td>3</td><td>Bullet Type</td><td>Ground Floor</td><td>Maintenance Office</td></tr><tr><td>4</td><td>Bullet Type</td><td>Ground Floor</td><td>Parking facing 20th St.</td></tr><tr><td>5</td><td>Bullet Type</td><td>Ground Floor</td><td>Ramp facing Railroad St.</td></tr><tr><td>6</td><td>Dome</td><td>2nd Floor</td><td>Lobby facing Escalator</td></tr><tr><td>7</td><td>Dome</td><td>3rd Floor</td><td>Corridor/Hallway facing the stairs</td></tr><tr><td>8</td><td>PTZ Camera</td><td>Ground Floor</td><td>Perimeter facing Bonifacio Drive</td></tr><tr><td>9</td><td>POE Switch (8-Port)</td><td>Ground Floor</td><td>Auxiliary Room</td></tr><tr><td>10</td><td>UPS Supply Power</td><td>Ground Floor</td><td>Auxiliary Room</td></tr><tr><td>11</td><td>UPS Supply Power</td><td>8th Floor</td><td>Auxiliary Room</td></tr></table>	Item No	Type of Camera	Floor	Location	1	Dome	Ground Floor	Basement Parking	2	Dome	Ground Floor	Basement Parking	3	Bullet Type	Ground Floor	Maintenance Office	4	Bullet Type	Ground Floor	Parking facing 20 th St.	5	Bullet Type	Ground Floor	Ramp facing Railroad St.	6	Dome	2 nd Floor	Lobby facing Escalator	7	Dome	3 rd Floor	Corridor/Hallway facing the stairs	8	PTZ Camera	Ground Floor	Perimeter facing Bonifacio Drive	9	POE Switch (8-Port)	Ground Floor	Auxiliary Room	10	UPS Supply Power	Ground Floor	Auxiliary Room	11	UPS Supply Power	8 th Floor	Auxiliary Room			
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	<p>b. Technical Specifications (Minimum Requirements)</p> <p>a. CCTV IP Camera</p> <ul style="list-style-type: none"> • DOME, high-quality imaging up to 4MP resolution • 1/3" progressive scan CMOS • 2560 x 1440 @20fps maximum resolution • 2.8mm/4mm fixed lens • H.265+, H.265, H.264+, H.264, Dual Stream • IP67 or its equivalent • IR range up to 30m • BULLET type, high-quality imaging up to 4MP resolution • 1/3" progressive scan CMOS • 2560 x 1440 @20fps maximum resolution • 2.8mm/4mm fixed lens • H.265+, H.265, H.264+, H.264, Dual Stream • IP67 or its equivalent • IR range up to 30m 			
	<p>b. POE SWITCH (8-PORT)</p> <ul style="list-style-type: none"> • 1 × 10/100 Mbps Hi-PoE port, 7 × 10/100 Mbps PoE ports, and 2 × 10/100/1000 Mbps RJ45 ports • IEEE 802.3at/af/bt standard for Hi-PoE port (Max. 60 W port power) • IEEE 802.3at/af standard for PoE ports • IEEE 802.3, IEEE 802.3u, IEEE 802.3x, IEEE 802.3ab, and IEEE 802.3z standard • 6 KV surge protection for PoE ports 			

	<ul style="list-style-type: none"> • AF/AT camera can reach up to 250m in extend mode. Hi-PoE camera can reach up to 150 m • PoE power management. • Dual uplink network design. • Wire-speed forwarding and non-blocking design • Store-and-forward switching • Solid high-strength metal shell • Reliable fan-free design. <p>c. UPS, KEBOS 2KVA</p> <ul style="list-style-type: none"> • Capacity Input, 220/230/240Vac; 140-300Vac OVR; 50/60Hz+/-10 OFR • Output, 220/230/240Vac Simulated Sine Wave @nominal volt +/-10% • Battery mode: 50 to 60 Hz+/-1Hz; Utility mode: 50/60Hz+/-10%Hz • Battery type 12v 9Ah x 2pcs. Maintenance-free, sealed lead acid, Leakproof; recharge time 4 to 6 hours up to 90% capacity • System features: Green LED, Yellow LED, Red LED On; Alarm sounding every 10 sec.; Low battery sounding every second; Overload sounding every 0.5 sec.; Fault continuously sounding • 0 to 40 Degrees Celsius Temperature 			
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	<p>c. The CONTRACTOR shall undertake the work implementation of the "Supply of labor, equipment, supervision, tools, materials, parts, and expertise for the Quarterly Comprehensive Preventive Maintenance Service, Repair, and Replacement of Non-Functional CCTV units and their defective components (specified below) for CY 2024.</p> <ul style="list-style-type: none"> • 96 units of CCTV IP Cameras (34 Kedacom & 62 Webtek) in MARINA including the perimeter. 			
	<ul style="list-style-type: none"> • Network Video Recorder (NVR) and their Storage • CCTV Monitor • CCTV Hard Disk • UPS • POE Switch 			

	<p>d. Perform the following services to ensure the operability of the above-mentioned CCTV.</p> <ul style="list-style-type: none"> • Checking of time and settings of equipment and updating the settings with the latest firmware. • Checking the integrity of all cabling, termination, and connectors. • Cleaning of all Network Video Recorder (NVR). • Checking the quality of recording during the day and night time modes. • Cleaning of all cameras including its lenses and housing surface. • Checking of all glands and seals on the external equipment. • Checking if cameras are aligned to user specifications and correct field of view. • Ensure that all cables and cameras are operational during the maintenance activity, if not, repair must be done immediately (minor). • Clean affected areas, and submit reports and turnover. 			
	<p>e. Systematically examine clean, system/program, and operational and functional tests including CCTV Server and Control panel check.</p>			
	<p>f. Provide twenty-four (24) hour service without additional charge and respond immediately to MARINA's report of any malfunction and inoperability.</p>			

	<p>MARINA REQUIREMENTS</p> <p>In addition to the provisions of RA 9184 and its IRR, the following are the MARINA requirements:</p> <p>a. Minimum one (1) year in the CCTV maintenance and repair industry (Service Record/JOB Order/Contract with other entity/ies to be submitted to MARINA).</p> <p>b. Service Provider must submit list of service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively.</p> <p>c. Service Provider must submit a verifiable Client Satisfaction Rating as proof of satisfactorily providing similar service with another government agency or private entity within one (1) year preceding the submission of the quotation.</p>			
	<p>ELIGIBILITY REQUIREMENTS</p> <p>Prospective bidders shall have to submit the following documents:</p> <p>a. DTI Business Registration or SEC Certificate;</p> <p>b. Valid PhilGEPS Registration;</p> <p>c. Valid Business/Mayor's Permit</p> <p>d. Omnibus Sworn Statement</p> <p>d.1. To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship).</p> <p>d.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).</p>			

	<p>OTHER CONDITIONS</p> <ol style="list-style-type: none"> The Supplier(s) and its personnel/representative shall comply with the policies, rules, and regulations concerning safety and security when inside the MARINA building while on maintenance activity. The Supplier(s) shall provide a well-equipped/trained and dedicated team to ensure that the request for support is addressed in a professional and timely manner. The Supplier(s) shall provide personnel within 24 hrs. responding time and be required to wear company uniform and Identification Card (ID) at all times while in the MARINA premises on maintenance activity. The Supplier(s) shall closely coordinate with the end-user or authorized person during maintenance activity and shall provide a detailed/accomplishment report and its recommendation. 			
	<p>SERVICE/DELIVERY SCHEDULE</p> <ol style="list-style-type: none"> Seven (7) days upon receipt of the Notice to Proceed (NTP). Services and Deliveries should be made within office hours and on regular working days or before the stipulated date in the contract unless otherwise specified for a valid reason why the same cannot be complied with; MARINA shall impose a penalty of 1/10 of 1% of the total value of the undelivered order for each day of delay as liquidated damages after the specified allowable number of days of delivery of the units. 			
	<p>PAYMENT TERM</p> <p>The payment shall be made on quarterly basis for Twelve (12) Months upon issuance of the Billing Statement and Service Reports on the Quarterly Preventive Maintenance of the CCTVs, complete with findings, recommendations, parts and equipment that was replaced duly signed by a MARINA authorized representative on a Bank-to-Bank basis. Automatic Debit Arrangement through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of supplier. The supplier shall submit bank details together with billing statement/invoice for ready reference.</p>			

	LIQUIDATED DAMAGES a. When the Service Provider fails to satisfactorily deliver goods within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Service Provider shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned.			
UNIT COST		TOTAL COST		

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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SCHEDULE OF REQUIREMENTS

PROCUREMENT OF A SERVICE PROVIDER FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE, COMPREHENSIVE REPAIR, AND REPLACEMENT OF NON-FUNCTIONAL CCTV CAMERAS AND ITS COMPONENTS FOR THE MARINA CENTRAL OFFICE

Item	Description	Delivery Term	Bidders Statement of Compliance in Delivery Date																																																
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	<ul style="list-style-type: none"> • Reliable fan-free design. <p>UPS, KEBOS 2KVA</p> <ul style="list-style-type: none"> • Capacity Input, 220/230/240Vac; 140-300Vac OVR; 50/60Hz+/-10 OFR • Output, 220/230/240Vac Simulated Sine Wave @nominal volt +/-10% • Battery mode: 50 to 60 Hz+/-1Hz; Utility mode: 50/60Hz+/-10%Hz • Battery type 12v 9Ah x 2pcs. Maintenance-free, sealed lead acid, Leakproof; recharge time 4 to 6 hours up to 90% capacity • System features: Green LED, Yellow LED, Red LED On; Alarm sounding every 10 sec.; Low battery sounding every second; Overload sounding every 0.5 sec.; Fault continuously sounding • 0 to 40 Degrees Celsius Temperature 		
	<p>c. The CONTRACTOR shall undertake the work implementation of the "Supply of labor, equipment, supervision, tools, materials, parts, and expertise for the Quarterly Comprehensive Preventive Maintenance Service, Repair, and Replacement of Non-Functional CCTV units and their defective components (specified below) for CY 2024.</p> <ul style="list-style-type: none"> • 96 units of CCTV IP Cameras (34 Kedacom & 62 Webtek) in MARINA including the perimeter. • Network Video Recorder (NVR) and their Storage • CCTV Monitor • CCTV Hard Disk • UPS • POE Switch 		

	<p>d. Perform the following services to ensure the operability of the above-mentioned CCTV.</p> <ul style="list-style-type: none"> • Checking of time and settings of equipment and updating the settings with the latest firmware • Checking the integrity of all cabling, termination, and connectors. • Cleaning of all Network Video Recorder (NVR). • Checking the quality of recording during the day and night time modes. • Cleaning of all cameras including its lenses and housing surface. • Checking of all glands and seals on the external equipment. • Checking if cameras are aligned to user specifications and correct field of view. • Ensure that all cables and cameras are operational during the maintenance activity, if not, repair must be done immediately (minor). • Clean affected areas, and submit reports and turnover <p>e. Systematically examine clean, system/program, and operational and functional tests including CCTV Server and Control panel check.</p> <p>f. Provide twenty-four (24) hour service without additional charge and respond immediately to MARINA's report of any malfunction and inoperability.</p>		
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Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF A SERVICE PROVIDER FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE, COMPREHENSIVE REPAIR, AND REPLACEMENT OF NON-FUNCTIONAL CCTV CAMERAS AND ITS COMPONENTS FOR THE MARINA CENTRAL OFFICE

Approved Budget for the Contract (ABC)

**Two-Hundred Fifty Thousand Pesos
only
(P250,000.00)**

Total Offered Quotation

In words:

In figures:

Terms of Payment:

The payment shall be made on quarterly basis for Twelve (12) Months upon issuance of the Billing Statement and Service Reports on the Quarterly Preventive Maintenance of the CCTVs, complete with findings, recommendations, parts and equipment that was replaced duly signed by a MARINA authorized representative on a Bank-to-Bank basis. Automatic Debit Arrangement through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of supplier. The supplier shall submit bank details together with billing statement/invoice for ready reference.

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

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]