



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 SUPPLIES AND MATERIALS FOR THE USE OF MARINA CENTRAL OFFICE FOR 1ST QUARTER 2024** 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 EIGHTY THREE THOUSAND SIX HUNDRED NINETY SEVEN PESOS (P483,697.00)**.

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 ⁰⁸ April 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, and Mayor's Permit/ Business Permit** 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 SUPPLIES AND MATERIALS FOR THE USE OF MARINA CENTRAL OFFICE FOR 1ST QUARTER 2024																																																																																												
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27	Staple Remover, Plier-Type	248	pcs			
28	Paper, Multi Purpose, A4 size, 70gsm	735	ream			
29	Paper, Multi Purpose, Legal size, 70gsm	300	ream			
30	Ballpen, Black	611	pcs			
31	Ballpen, Blue	611	pcs			
32	Ballpen, Red	150	pcs			
33	Sticker Paper, (matte), A4 size, white (10pcs.pack)	50	pack			

**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 MFAS-GSD

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

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

	<p>CONDITIONS AND SUPPLIER RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. The prospective supplier shall bid in the above-listed item; 2. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; 3. The prospective supplier who accepted a Purchase Order and Notice to Proceed but failed to deliver the required items within the time called for in the purchase order shall be disqualified in participating from future procurement activities of MARINA. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier; 4. The prospective supplier shall submit the following documents: <ol style="list-style-type: none"> a. PhilGEPS Registration Number; b. Mayor's/Business Permit; 		
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Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR THE USE OF MARINA CENTRAL OFFICE FOR 1ST QUARTER 2024	
Approved Budget for the Contract (ABC)	Total Offered Quotation
FOUR HUNDRED EIGHTY THREE THOUSAND SIX HUNDRED NINETY SEVEN PESOS ONLY (P483,697.00)	In words: _____ _____ _____ In figures: _____ _____

Terms of Payment:

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;
2. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
3. The supplier shall provide the bank Account wherein payment will be credited.
4. 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.

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 MFAS-GSD

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

REQUEST FOR QUOTATION FORM FOR MFAS-GSD



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY


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

0132

PURCHASE REQUEST					
Office Division / Section		MFAS	PR No. 2024-02-099		
		GSD	SAI No. FEB 16 2024		
Item No.	Unit	Item Description	QTY	Unit Cost	Total Cost
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2	pcs	Sign Pen, Blue, liquid or gel, 0.5mm	1,130	30.00	33,900.00
3	pcs	Sign Pen, Red, liquid or gel, 0.5mm	556	30.00	16,680.00
4	pcs	Sign Pen, Green, liquid or gel, 0.5mm	10	30.00	300.00
5	pcs	Sign Pen, Blue, liquid or gel, 1.0mm	20	70.00	1,400.00
6	pack	Battery, dry cell, size AA (2 pcs/pack)	229	30.00	6,870.00
7	pack	Battery, dry cell, size AAA (2 pcs/pack)	225	25.00	5,625.00
8	bottle	Ink for Stamp Pad, 50ml (violet)	66	35.00	2,310.00
9	box	Staple wire, standard	294	35.00	10,290.00
10	roll	Tape, Masking, 24mm x 20y	299	30.00	8,970.00
11	roll	Tape, Masking, 48mm x 20y	242	60.00	14,520.00
12	roll	Tape, Packaging, 48mm x 80m	207	50.00	10,350.00
13	roll	Tape, Transparent, 48mm x 80m	277	50.00	13,850.00
14	roll	Tape, Double Sided, 1"	10	35.00	350.00
15	roll	Tape, Duct 2"	10	150.00	1,500.00
16	pcs	Correction Tape, 8 meters	655	12.00	7,860.00
17	set	Marker, Flourescent, 3 colors/set	227	50.00	11,350.00
18	pcs	Marker, Permanent, Black	241	20.00	4,820.00
19	pcs	Marker, Permanent, Blue	45	20.00	900.00
20	pcs	Marker, Permanent, red	45	20.00	900.00
21	pcs	Marker, Whiteboard, Black	227	15.00	3,405.00
22	pcs	Marker, Whiteboard, Blue	217	15.00	3,255.00
23	pcs	Marker, Whiteboard, Red	181	15.00	2,715.00
24	pad	Note Pad, stick on, 2x3 inches, 100 sheets per pad	100	40.00	4,000.00
25	pad	Note Pad, stick on, 3x4 inches, 100 sheets per pad	100	65.00	6,500.00
26	pad	Note Pad, stick on, 3x3 inches, 100 sheets per pad	100	60.00	6,000.00
27	pcs	Staple Remover, plier-type	248	50.00	12,400.00
28	ream	Paper, Multi Purpose, A4 size, 70gsm	735	235.00	172,725.00
29	ream	Paper, Multi Purpose, Legal size, 70gsm	300	260.00	78,000.00

30	pcs	Ballpen, Black	611	6.00	3,666.00
31	pcs	Ballpen, Blue	611	6.00	3,666.00
32	pcs	Ballpen, Red	150	6.00	900.00
33	pack	Sticker Paper (matte), A4 size, white	50	45.00	2,250.00
		XXXXXXXXXXXXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXXXXXXXXXX			
GRAND TOTAL					483,697.00

Requisitioning Officer

Signature: 

Printed Name: **RODOLFO R. DIAWA**

Designation: Chief, General Services Division

Purpose: For the official use of MARINA Central Office for the 1st quarter of 2024. For procurement outsource, attached Certificate of Non-Availability of Stock (CNAS) from PS-PhilGEPS.

CERTIFICATION

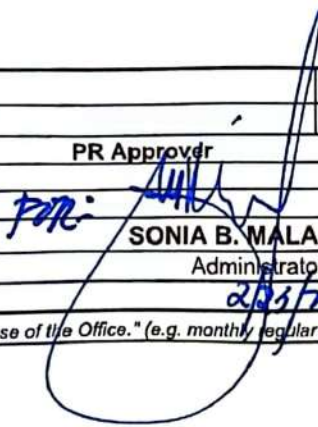
- FUNDS AVAILABLE
- NO FUNDS AVAILABLE


ATTY. MARVIC S. RAMOS
 Chief, Budget Division 

Approved

Disapproved

PR Approver

Signature: 

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.)

INCLUDED IN THE APP FY 2024
 CERTIFIED BY: 
MELLANIE T. BALIN
 Chief, Administrative Center 

TERMS OF REFERENCE

FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR THE USE OF MARINA CENTRAL OFFICE FOR 1ST QUARTER 2024

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	PRODUCT DESCRIPTION
1 LOT	VARIOUS OFFICE SUPPLIES AND MATERIALS

a. Product Specification:

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT
1.	Sign Pen, Black, liquid or gel, 0.5mm	1,049	pcs
2.	Sign Pen, Blue, liquid or gel, 0.5mm	1,130	pcs
3.	Sign Pen, Red, liquid or gel, 0.5mm	556	pcs
4.	Sign Pen, Green, liquid or gel, 0.5mm	10	pcs
5.	Sign Pen, Blue, liquid or gel, 1.0mm	20	pcs
6.	Battery, dry cell, size AA (2 pcs/pack)	229	pcs
7.	Battery, dry cell, size AAA (2 pcs/pack)	225	pcs
8.	Ink for Stamp pad, 50ml (violet)	66	btl
9.	Staple Wire, Standard	294	box
10.	Tape, Masking, 24mm x 20y	299	roll
11.	Tape, Masking, 48mm x 20y	242	roll
12.	Tape, Packaging, 48mm x 80m	207	roll
13.	Tape, Transparent, 48mm x 80m	277	roll
14.	Tape, Double Sided, 1"	10	roll
15.	Tape, Duct 2"	10	roll
16.	Correction Tape, 8 meters	655	pcs
17.	Marker, Fluorescent, 3 colors/set	227	set
18.	Marker, Permanent, Black	241	pcs
19.	Marker, Permanent, Blue	45	pcs
20.	Marker, Permanent, Red	45	pcs
21.	Marker, Whiteboard, Black	227	pcs
22.	Marker, Whiteboard, Blue	217	pcs
23.	Marker, Whiteboard, Red	181	pcs
24.	Note Pad, Stick On, 2 x 3 inches, 100 sheets per pad	100	pad
25.	Note Pad, Stick On, 3 x 4 inches, 100 sheets per pad	100	pad
26.	Note Pad, Stick On, 3 x 3 inches, 100 sheets per pad	100	pad
27.	Staple Remover, Plier-Type	248	pcs
28.	Paper, Multi Purpose, A4 size, 70gsm	735	ream
29.	Paper, Multi Purpose, Legal size, 70gsm	300	ream
30.	Ballpen, Black	611	pcs
31.	Ballpen, Blue	611	pcs
32.	Ballpen, Red	150	pcs
33.	Sticker Paper, (malte), A4 size, white (10pcs.pack)	50	pack

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **FOUR HUNDRED EIGHTY THREE THOUSAND SIX HUNDRED NINETY SEVEN PESOS (P483,697.00)**, 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 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.3 The prospective supplier who accepted a Purchase Order and Notice to Proceed but failed to deliver the required items within the time called for in the purchase order shall be disqualified in participating from future procurement activities of MARINA. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier;
- 3.4 **The prospective supplier shall submit the following documents:**
 - a. PhilGEPS Registration Number;
 - b. Mayor's/Business Permit;

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:


RODOLFO R. DIAWA
Chief, General Services Division

Recommending Approval:

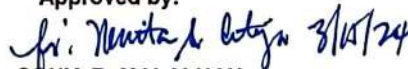

RALPA A. NARVAEZ
OIC, Director-MFAS

Reviewed by:


BUENA G. RAMOS
Head, TWG-SVP


ATTY. SHARON D. ALEDO
Chairperson, MARINA BAC

Approved by:


SONIA B. MALALUAN
Administrator

TOR-officesupplies1stqtr2024

Version -1

Jan 31 , 2024

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]