



REQUEST FOR QUOTATION

Date: _____

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **Maritime Industry Authority (MARINA)**, through its Bids and Awards Committee (BAC), intends to procure **PRODUCTION, CONTENT CREATION, PRINTING, AND DELIVERY OF THE MARINA 50TH ANNIVERSARY COMMEMORATIVE COFFEE TABLE BOOK** 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 **Eight Hundred Eighty Thousand Pesos (Php880,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 12 nn of 29 April 2024, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. SHARON L. DE CHAVEZ-ALEDO

BAC Chairperson

MARINA BAC Office, 10th Floor MARINA Building,
Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

Telephone No.: **+632) 8524-6518**

Email: bacsec@marina.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. Valid and current Mayor's Permit (city or municipal) of the place where the bidders' principal place of business is located
- b. Valid tax clearance
- c. Philgeps Platinum Certificate
- d. Business Tax Return/Certificate
- e. Omnibus Sworn Statement

The Head of the Procuring Entity (HoPE) of the MARINA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at **+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

REQUEST FOR QUOTATION FORM

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at bacsec@marina.gov.ph.

(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.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the MARINA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant. 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.**
11. 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 may terminate 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.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its updated 2016 revised IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project/s shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

SCOPE OF WORK		Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<p>The Consultant shall provide the following services and outputs:</p> <ul style="list-style-type: none"> a. Over-all Project Conceptualization <ul style="list-style-type: none"> -conceptualization of the coffee-table book b. Creative Production <ul style="list-style-type: none"> -Title of the coffee table book -lay out and design of the coffee table book -art direction -research and photography -final art -content writing c. Editorial Management <ul style="list-style-type: none"> -copywriting, copy editing, and proofreading d. Printing <ul style="list-style-type: none"> - Specifications: 				
Project Type	Multiple sheet – hardbound project			
Dimensions:	Inches			
Width (Folded):	11.69			
Length (Folded):	8.26			
Quantity:	250 copies			
Cover color:	Full color- one side print			
Cover paper type:	C2S 120#			

REQUEST FOR QUOTATION FORM

Mounted on Pasteboard type:	Pasteboard 20			
Type of Print:	Digital			
Hardbound cover Lamination:	Matte + Spot UV Lamination 1 side			
Other lamination options:	With Gold Accents			
Cover Die-Cutting Options:	No Die-cutting			
Hardbound Inside Part 1 – No. of inside pages:	150-200 (75-100 leaves back to back)			
Hardbound inside Part 1 color:	Full color/Full color – two side print			
HB Inside Part 1 paper types:	C2S 100#			
HB Binding:	Smyth Sewn Hardbound			
Embossed parts:	Title and Company Logo			
Other parts:	None			

	Statement of Compliance ("Comply" or "Not Comply")
<p>DELIVERABLES</p> <p>A. Concept Proposal The winning consultant is expected to provide a concept proposal which contains the theme, the outline of the book, as well as the over-all design and theme of the book. To this end, the consultant must collaborate with the assigned MARINA team in the conceptualization, writing, and design of the book;</p> <p>B. Printing of Mock-up and Proofing of the approved title, design and content prior to printing</p> <p>The consultant is expected to submit at least two (2) proofed mock-up copies of the book prior to printing (one proofread mock-up copy per revision);</p>	

<p>C. 250 printed copies of the coffee table book Printing and delivery of 250 Copies of the approved coffee table book, within 15 calendar days from approval of final mock-up</p> <p>D. High-resolution Electronic copies of the coffee table book Three (3) e-copies of the coffee table book shall be delivered to the MARINA, which shall be of high quality as to allow its online contents to be uploaded on the MARINA commemorative portal without warping or distortion of images. It shall also be a printable format.</p> <p>Any travel to obtain content for the coffee table book, if determined to be necessary by the consultant, shall be deemed included in the contract cost and will not be charged to the MARINA.</p>	
<p>ADDITIONAL MINIMUM QUALIFICATIONS AND SHORT LISTING CRITERIA</p> <p>The MARINA requires bidders to have at least three (3) years of experience in similar projects, and must have previous clients which are government agencies/institutions. Primary consultants/personnel should have at least five (5) years of experience in their respective roles.</p> <p>The Service Provider should provide the necessary documents as listed below:</p> <ol style="list-style-type: none"> 1. Company Profile 2. List of Similar ongoing or completed projects 3. Curriculum Vitae of the consultants/personnel engaged for the project 	
<p>Delivery Location:</p> <p>MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines</p>	

Delivery Schedule and Terms of Payment:

MILESTONE	DELIVERABLE	TIMELINE	PAYMENT
Conceptualization and Design	Coffee table book concept proposal with book outline	5 calendar days from receipt of Notice to Proceed	10%
Content drafting, research, and content development	Articles and photographs	20 calendar days from receipt of Notice to Proceed	30%
Lay-out and Proofreading	Mock ups (1 per revision)	35 calendar days from receipt of Notice to Proceed	30%
Delivery of 250 copies and 3 high resolution e-copies	250 copies of coffee table book and 3 high resolution e-copies	7 calendar days from approval of final mock-up	30%

REQUEST FOR QUOTATION FORM

FINANCIAL OFFER

Payment Details:

Banking Institution :	_____
Account Number :	_____
Account Name (should be the exact account name as registered in the bank):	_____
Bank Branch :	_____

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.

PROCUREMENT OF PRODUCTION, CONTENT CREATION, PRINTING, AND DELIVERY OF THE MARINA 50TH ANNIVERSARY COMMEMORATIVE COFFEE TABLE BOOK	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Eight Hundred Eighty Thousand Pesos Only (Php 880,000.00)	In words: _____ _____ _____ In figures: _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

**TERMS OF REFERENCE FOR THE
PROCUREMENT OF PRODUCTION, CONTENT CREATION, PRINTING, AND
DELIVERY OF THE MARINA 50TH ANNIVERSARY
COMMEMORATIVE COFFEE TABLE BOOK**

I. INTRODUCTION

The Maritime Industry Authority (MARINA), created pursuant to Presidential Decree No. 474 (1974) and an attached agency of the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities to provide the required service, namely: printing of the MARINA 50th Anniversary Coffee Table Book.

This book is intended to commemorate the 50th founding anniversary of MARINA, and will feature the highlights of the work the agency has done over the years. It will also include the evolution of MARINA service units and regional offices, and shall include features on its best practices and successes over its many years of operation.

II. APPROVED BUDGET

The total budget amounting to **PHP880,000.00** is available for this undertaking which shall be charged against MARINA 50th Anniversary Funds.

III. SCOPE OF WORK

The Consultant shall provide the following services and outputs:

- a. Over-all Project Conceptualization
 - conceptualization of the coffee-table book
- b. Creative Production
 - Title of the coffee table book
 - lay out and design of the coffee table book
 - art direction
 - research and photography
 - final art
 - content writing
- c. Editorial Management
 - copywriting, copy editing, and proofreading
- d. Printing
 - Specifications:

MARINA Building
20th Street cor Bonifacio Drive
1018 Port Area, Manila, Philippines

Tel Nos: +6328 523 9078/ 526 0971
Fax No. : +6328 524 2895
Website : <https://marina.gov.ph>

Project Type	Multiple sheet – hardbound project
Dimensions:	Inches
Width (Folded):	11.69
Length (Folded):	8.26
Quantity:	250 copies
Cover color:	Full color- one side print
Cover paper type:	C2S 120#
Mounted on Pasteboard type:	Pasteboard 20
Type of Print:	Digital
Hardbound cover Lamination:	Matte + Spot UV Lamination 1 side
Other lamination options:	With Gold Accents
Cover Die-Cutting Options:	No Die-cutting
Hardbound Inside Part 1 – No. of inside pages:	150-200 (75-100 leaves back to back)
Hardbound inside Part 1 color:	Full color/Full color – two side print
HB Inside Part 1 paper types:	C2S 100#
HB Binding:	Smyth Sewn Hardbound
Embossed parts:	Title and Company Logo
Other parts:	None

IV. DELIVERABLES

A. Concept Proposal

The winning consultant is expected to provide a concept proposal which contains the theme, the outline of the book, as well as the over-all design and theme of the book. To this end, the consultant must collaborate with the assigned MARINA team in the conceptualization, writing, and design of the book;

B. Printing of Mock-up and Proofing of the approved title, design and content prior to printing

The consultant is expected to submit at least two (2) proofed mock-up copies of the book prior to printing (one proofread mock-up copy per revision);

MARINA Building
20th Street corner Bonifacio Drive
1018 Port Area (South), Manila

Tel. Nos: (632) 523-9078 / 526-0971
Fax No: (632) 524-2895
Website: www.marina.gov.ph

- C. 250 printed copies of the coffee table book
Printing and delivery of 250 Copies of the approved coffee table book, within 15 calendar days from approval of final mock-up
- D. High-resolution Electronic copies of the coffee table book
Three (3) e-copies of the coffee table book shall be delivered to the MARINA, which shall be of high quality as to allow its online contents to be uploaded on the MARINA commemorative portal without warping or distortion of images. It shall also be a printable format.

Any travel to obtain content for the coffee table book, if determined to be necessary by the consultant, shall be deemed included in the contract cost and will not be charged to the MARINA.

V. DELIVERY SCHEDULE

MILESTONE	DELIVERABLE	TIMELINE	PAYMENT
Conceptualization and Design	Coffee table book concept proposal with book outline	5 calendar days from receipt of Notice to Proceed	10%
Content drafting, research, and content development	Articles and photographs	20 calendar days from receipt of Notice to Proceed	30%
Lay-out and Proofreading	Mock ups (1 per revision)	35 calendar days from receipt of Notice to Proceed	30%
Delivery of 250 copies and 3 high resolution e-copies	250 copies of coffee table book and 3 high resolution e-copies	8 calendar days from approval of final mock-up	30%

VI. MINIMUM QUALIFICATIONS AND SHORTLISTING CRITERIA

The Service Provider should provide the necessary documents as listed below:

- A. Valid and current Mayor's Permit (city or municipal) of the place where the bidders' principal place of business is located
- B. Valid tax clearance
- C. Philgeps Platinum Certificate
- D. Company Profile
- E. List of Similar ongoing or completed projects
- F. Curriculum Vitae of the consultants/personnel engaged for the project

MARINA Building
20th Street corner Bonifacio Drive
1018 Port Area (South), Manila

Tel. Nos: (632) 523-9078 / 526-0971
Fax No: (632) 524-2895
Website: www.marina.gov.ph

- G. Business Tax Return/Certificate
- H. Omnibus Sworn Statement

The MARINA requires bidders to have at least three (3) years of experience in similar projects, and must have previous clients which are government agencies/institutions. Primary consultants/personnel should have at least five (5) years of experience in their respective roles.

The service provider shall be evaluated using the Quality Cost Based Evaluation (QCBE) procedure:

- a. Technical component (80%):
 - i. applicable experience and capability of the bidder for the past three years (30%)
 - ii. qualifications of the consultants (50%).
- b. Financial component (20%).

VII. OFFICIAL CONTACT FOR EXPRESSION OF INTEREST

Interested persons and entities are invited to submit their letter of intent and quotation not later than _____ to:

LUISITO U. DELOS SANTOS

Director II
Planning and Policy Service
Maritime Industry Authority
20th Avenue cor. Bonifacio Drive
Port Area, Manila
Email address: pps@marina.gov.ph
Contact Number: 85257216

Prepared by:


KORINA MAE V PIMENTEL
Attorney IV

Recommending Approval:


DIR. LUISITO U DE LOS SANTOS
Director II, PPS

Reviewed by:


CIRILA ANTONIA T. HERNANDEZ
Head, TWG for Consultancy Service


ATTY. SHARON D ALEDO
Chairperson, MARINA BAC

APPROVED/DISAPPROVED


SONIA B MALALUAN
Administrator

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

1. [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]