



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**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 **SERVICES FOR LIVE PERFORMANCE DURING THE MARINA'S 50TH FOUNDING ANNIVERSARY** 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 **Seventy Thousand Pesos (₱70,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 12NN of 07 May 2024, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**Atty. MARIA ROWENA B. HUBILLA**

BAC Chairperson

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

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

Email: [bacsec@marina.gov.ph](mailto: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. PhilGEPS Registration;
- b. Mayor's or Business Permit; and
- c. 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](mailto:bacsec@marina.gov.ph).

  
Atty. MARIA ROWENA B. HUBILLA  
BAC Chairperson *5/2/2024*

### **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](mailto: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:

REQUIREMENTS		Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>REQUIRED QUALIFICATION OF PROSPECTIVE BIDDERS</b>				
<b>Scope and Coverage of Services:</b>				
Interested persons/ entities should be able to provide the following services/ requirements:				
Item	Description			
	<b>LIVE BAND PERFORMERS</b>			
1	Scope of work <ul style="list-style-type: none"> <li>Provides 2-set of live musical performance during dinner and after-party.</li> <li>Coordinate with MARINA event organizers to ensure smooth integration of musical performance with the overall program.</li> <li>Provide necessary technical support for the performance.</li> </ul>			
2	Entertainment / Song Genre <ul style="list-style-type: none"> <li>1<sup>st</sup> Set (during dinner): should feature jazz and bossa nova music exclusively</li> <li>2<sup>nd</sup> Set (after-party): should consist of party, up-beat music to liven up the celebration</li> </ul>			
3	Length of Service/ Performance <ul style="list-style-type: none"> <li>45 minutes each set</li> <li>Performers must be available during the entire conduct of the event on 01 June 2024 to ensure proper preparation and coordination to the responsible MARINA Committee</li> </ul>			

	Statement of Compliance ("Comply" or "Not Comply")
<p><b>BIDDER PROPOSAL SUBMISSION</b></p> <ol style="list-style-type: none"> <li>1. The Bidder must submit band profile highlighting relevant experience.</li> <li>2. The Bidder must submit proposed setlist for the two (2) 45-minute sets.</li> <li>3. The Bidder must submit cost breakdown with detailed expenses associated with the performance.</li> </ol>	
<p><b>CONTRACTUAL ARRANGEMENTS</b></p> <p>The selected band will be required to enter into a contract with MARINA outlining the terms and conditions of the engagement. The contract will include provisions regarding payment terms, performance requirements, and any other relevant terms.</p>	



**FINANCIAL OFFER**

**Terms of Payment:**

MARINA shall pay the selected bidder within fifteen (15) days after the receipt of the final billing statement.

**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 SERVICES FOR LIVE PERFORMANCE DURING THE MARINA'S 50TH FOUNDING ANNIVERSARY**

**Approved Budget for the Contract (ABC)**

**Total Offered Quotation**

**Seventy Thousand Pesos (P70,000.00)**

In words:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In figures:

\_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es

*REQUEST FOR QUOTATION FORM*



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE

PROCUREMENT OF SERVICES FOR LIVE PERFORMANCE DURING THE  
MARINA'S 50TH FOUNDING ANNIVERSARY

I. BACKGROUND

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), wishes to engage qualified bands to perform live during the MARINA's 50th Founding Anniversary celebration which will be held on 01 June 2024 at the Okada Manila located at New Seaside Dr, Entertainment City, Parañaque, 1701, Maynila

II. OBJECTIVE

The objective of this Terms of Reference (TOR) is to solicit proposals from qualified live band performers during the MARINA's 50th Founding Anniversary celebration. Service will be provided based on the terms and conditions stipulated in this TOR.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget of the Contract (ABC) is **Seventy Thousand Pesos (P70,000.00)** inclusive of VAT, which will be charged against the MARINA Central Office funds FY 2024. The ABC includes all expenses related to the performance, including musicians' fees, transportation, equipment rental, and any other associated costs.

IV. REQUIRED QUALIFICATION OF PROSPECTIVE BIDDERS

Scope and Coverage of Services:

Interested persons/ entities should be able to provide the following services/ requirements:

Item	Description
	LIVE BAND PERFORMERS
1	Scope of work <ul style="list-style-type: none"> <li>Provides 2-set of live musical performance during dinner and after-party.</li> <li>Coordinate with MARINA event organizers to ensure smooth integration of musical performance with the overall program.</li> </ul>





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	<ul style="list-style-type: none"><li>• Provide necessary technical support for the performance.</li></ul>
2	Entertainment / Song Genre <ul style="list-style-type: none"><li>• 1<sup>st</sup> Set (during dinner): should feature jazz and bossa nova music exclusively</li><li>• 2<sup>nd</sup> Set (after-party): should consist of party, up-beat music to liven up the celebration</li></ul>
3	Length of Service/ Performance <ul style="list-style-type: none"><li>• 45 minutes each set</li><li>• Performers must be available during the entire conduct of the event on 01 June 2024 to ensure proper preparation and coordination to the responsible MARINA Committee</li></ul>

#### V. BIDDER PROPOSAL SUBMISSION

1. The Bidder must submit valid PhilGEPS registration.
2. The Bidder must submit band profile highlighting relevant experience.
3. The Bidder must submit proposed setlist for the two (2) 45-minute sets.
4. The Bidder must submit cost breakdown with detailed expenses associated with the performance.
5. The Bidder must submit Mayor's or Business Permit.
6. The Bidder must submit Omnibus Sworn Statement:
  - a. To attach duly notarized Special Power of Attorney (if presenting the owner of sole proprietorship), or
  - b. To attach duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint venture.

#### VI. CONTRACTUAL ARRANGEMENTS

The selected band will be required to enter into a contract with MARINA outlining the terms and conditions of the engagement. The contract will include provisions regarding payment terms, performance requirements, and any other relevant terms.

#### VII. PAYMENT OF SERVICE FEE

MARINA shall pay the selected bidder within fifteen (15) days after the receipt of the final billing statement.

Prepared by:

**DANA JUSTINE DC NATIVIDAD**

Member, Sub-Committee on Anniversary Program and Hosting  
Under the Committee on the 50<sup>th</sup> Anniversary Program Proper per SO #170-24

Bonifacio Drive corner 20<sup>th</sup> Street and  
Railroad Street, South Harbor  
Port Area, Manila

Tel. No. : (632) 8523-9078  
Website : [www.marina.gov.ph](http://www.marina.gov.ph)





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Recommending approval:

**VIRVIC PAUL C. ERESE**

Chair, Sub-Committee on Anniversary Program and Hosting  
Under the Committee on the 50<sup>th</sup> Anniversary Program Proper per SO #170-24

Reviewed by:

**BUENA G. RAMOS**  
Head, TWG for SVP

**ATTY. SHARON D. ALEDO**  
Chairperson, MARINA BAC

~~APPROVED / DISAPPROVED:~~

**SONIA B. MALALUAN**  
Administrator

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

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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]*