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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7359350
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PRINTING OF MARINA COLLATERALS AND PUBLICATIONS
Area of Delivery Metro Manila

Solicitation Number:	2020-12-272	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Printing Services		
Approved Budget for the Contract:	PHP 50,000.00	Document Request List	0
Delivery Period:	15 Day/s		
Client Agency:		Date Published	15/12/2020
Contact Person:	RODOLFO R. DIAWA OIC, MFAS-GSD MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 gsdprocsec@gmail.com	Last Updated / Time	14/12/2020 16:33 PM
		Closing Date / Time	21/12/2020 13:00 PM
Description PRINTING OF MARINA COLLATERALS AND PUBLICATIONS (Please see attached file)			

Created by RODOLFO R. DIAWA
Date Created 14/12/2020

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PRINTING OF MARINA COLLATERALS AND PUBLICATIONS

(Summary of PR No. 2020-12-272 dated December 09,2020)

Delivery Terms:	15 Days from receipt of PO and NTP
Payment Terms:	30 Days
NOTE: PLEASE INDICATE THE DELIVERY TERMS AND PAYMENT TERMS IN YOUR QUOTATION.	

Please submit your quotation with your company's latest and update eligibility documents at

GSDPROCSEC@GMAIL.COM

With the SUBJECT TITLE:

MARINA QUOTATION Re. (Procurement Title)

On or before 21 December 2020

Kindly submit your quotation together with the following documentary requirements:

- 1.Valid Business Permit/Mayor's Permit;
- 2.Updated PhilGEPS Registration;
- 3.Latest Income Tax Return; and
- 4.Omnibus Sworn Statement (for post-qualification)



MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE (TOR) FOR THE PRINTING OF MARINA COLLATERALS AND PUBLICATIONS

I. INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 and attached to the Department of Transportation (DOTr), wishes to invite interested entities to provide printing services for various MARINA collaterals and publications.

II. APPROVED BUDGET FOR THE CONTRACT

The total budget for the printing of the MARINA collaterals and publications shall be **FIFTY THOUSAND PESOS (P 50,000.00)** only, inclusive of Value-Added Tax (VAT).

III. REQUIREMENT FOR THE PROJECT

A. Technical Specifications/Requirements

MARINA collaterals / materials	Number of copies	Specifications
1. Manual on Accessibility and Disability Sensitivity in the Maritime Industry	250	<ul style="list-style-type: none">• Size : A5• Stock : Cover(front and Back) - C2S 220 Inside - C2S 80• Color : Full Color cover and inside pages• Binding : PUR• Lamination : UV lamination on cover• Number of pages per copy : 50 pages (including front and back cover)
2. Poster on Accessibility and Disability Sensitivity in the Maritime Industry	250	<ul style="list-style-type: none">• Size : 18 inches x 24 inches• Stock : Foldcote caliper 12• Color : Full Colors• Lamination : UV lamination

B. The service providers/suppliers must submit the following requirements together with the letter of intent/quotations:

1. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
2. Valid PhilGEPS Registration Certificate;

IV. INSTRUCTIONS TO INTERESTED ENTITIES

1. Quotations shall be written with the company's letterhead signed by the company's head / representative.
2. The end-user will provide a digital or soft copy of the collaterals/publications for printing. No alterations/changes on the content of the materials provided shall be made without the knowledge, consent and approval of the end-user.
3. Sample of printed MARINA collateral/materials shall be submitted to MARINA within two(2) days after receipt of the digital copy or softcopy.
4. Complete delivery shall be made within fifteen (15) days after receipt of the Notice to Proceed.

V. MODE OF PAYMENT

The MARINA shall pay the selected bidder at least thirty (30) days after full delivery and acceptance by the end-user through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA).

The selected bidder shall provide a Land Bank of the Philippines (LBP) account otherwise bank charges will be borne by the said bidder pursuant to Department of Budget and Management Circular Letter No.2013-16.

VI. OFFICIAL CONTACT FOR EXPRESSION OF INTEREST

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

MR. LUISITO U. DELOS SANTOS

Officer-in-Charge, Management Information Systems Service (MISS)

Maritime Industry Authority

MARINA Building, Bonifacio Drive cor. 20th St., Port Area

Manila, Philippines

Telefax : (02) 8708-2870

Email : miss@marina.gov.ph

