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Philippine Government
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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7469925
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1st QUARTER 2021)
Area of Delivery Metro Manila

Solicitation Number:	2021-02-035	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:	Office Equipment		
Approved Budget for the Contract:	PHP 164,360.00	Document Request List	0
Delivery Period:	7 Day/s		
Client Agency:			
Contact Person:	Atty. Maximo I. Bañares The BAC Chairperson MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 2021marinabac@gmail.com	Date Published	12/02/2021
		Last Updated / Time	11/02/2021 16:03 PM
		Closing Date / Time	18/02/2021 13:00 PM
Description PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1st QUARTER 2021) (Please see attached file)			

Created by Atty. Maximo I. Bañares
Date Created 11/02/2021

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



REQUEST FOR QUOTATION

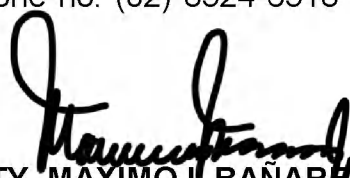
The Maritime Industry Authority (MARINA) – Bids and Awards Committee (BAC), will undertake a Small Value Procurement for the **PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1st QUARTER 2021)** for FY 2021 in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184

Please quote your **best offer** for the item 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 you or your representative **not later than (18 February 2021, 01:00 P.M.)** at the MARINA Record Section, 2nd Floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila, Philippines. Open submission may be submitted, manually or through email at 2021marinabac@gmail.com with the Subject Title: Quotation Re. **PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1ST QUARTER 2021)**

A copy of your **2021 Business/Mayor's Permit¹, PhilGEPS Registration Number** and **Latest Income Tax Return** are required to be submitted along with your quotation/proposal.

An **Omnibus Sworn Statement²** shall also be required prior to award.

For any clarification, you may contact us at telephone no. (02) 8524-6518 or email address at 2021marinabac@gmail.com


ATTY. MAXIMO I. BANARES, JR.
MARINA BAC Chairperson

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB No. 09-2020.

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

DATE: _____

NAME OF COMPANY:

ADDRESS:

COMPANY ADDRESS:

COMPANY TIN NUMBER:

PHILGEPS REGISTRATION NUMBER:

NAME OF REPRESENTATIVE &
DESIGNATION:

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.

Bidder's must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each specification.

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:

PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1ST QUARTER 2021)						
Item No.	Unit	Specification	Qty	Unit Cost	Total Cost	Bidder's Statement of Compliance
1	ream	Paper, Multi-Purpose (copy) Legal, 70gsm	150			
2	ream	Paper, Multi-Purpose (copy) A4, 70gsm	150			
3	book	Record Book, 500 pages size: 214mm x 278mm min	50			
4	pack	Toilet Tissue Paper, 2-ply (12 rolls /pack)	150			
5	pack	Battery, dry cell, AA, 2 pcs per blister pack	45			
6	pack	Battery, dry cell, AAA, 2 pcs per blister pack	45			
7	box	Staple Wire, Standard, (26/6)	90			
8	roll	Tape, Masking, width 24mm	55			
9	roll	Tape, Masking, width 48mm	55			
10	roll	Tape, Packaging, width 48mm	55			
11	roll	Tape, Transparent, width 24mm	55			
12	roll	Tape, Transparent, width 48mm	55			
13	pcs	Flash Drive, 16GB capacity	25			
14	set	Marker, Fluorescent, 3 assorted color per set (yellow/green/orange)	50			
15	pc	Marker, whiteboard, black, felt tip, bullet type	50			
16	pc	Marker, whiteboard, blue, felt tip, bullet type	50			
17	pc	Marker, Permanent, black, bullet type	75			
18	pc	Marker, Permanent, blue, bullet type	75			
19	box	Paper Clip, vinyl/plastic coat, length:32mm min	25			

20	box	Paper Clip, vinyl/plastic coat, length:50mm min	25			
21	pcs	Scissors, symmetrical, blade length: 65mm min	20			
22	pcs	Staple Remover, plier type	20			
23	box	Clip, Back fold, all metal clamping:25mm	40			
24	box	Clip, Back fold, all metal clamping 50mm	40			
25	pcs	Correction Tape, film base type, UL 6m min	100			
26	set	File Tab Divider, Bristol board, for A4 (10pcs/set) white	30			
27	set	File Tab Divider, Bristol board, for Legal (10pcs/set) white	30			
28	box	Folder, Pressboard, size:240mm x 370mm (100pcs/pack)	9			
29	box	Folder, Tagboard, for A4 size documents (100pcs/pack)	10			
30	box	Folder, Tagboard, for Legal size documents(100pcs/pack)	10			
31	box	Index Tab, self-adhesive, transparent	25			
32	pc	Sign Pen, liquid/gel 0.5m needle tip- black	100			
33	pc	Sign Pen, liquid/gel 0.5m needle tip- blue	100			
34	pc	Ball Pen, black	500			
35	pc	Ball Pen, blue	500			

**The above quoted prices are inclusive of all costs and applicable taxes.*

The delivery schedule expressed as week/months stipulates hereafter a delivery date which is the date to the project site.

PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1ST QUARTER 2021)				
Item No.	Unit	Specification	Qty	Delivery Date**
1	ream	Paper, Multi-Purpose (copy) Legal, 70gsm	150	The delivery shall be seven (7) calendar days from the receipt of Notice to Proceed (NTP) and Purchase Order (PO).
2	ream	Paper, Multi-Purpose (copy) A4, 70gsm	150	
3	book	Record Book, 500 pages size: 214mm x 278mm min	50	
4	pack	Toilet Tissue Paper, 2-ply (12 rolls /pack)	150	
5	pack	Battery, dry cell, AA, 2 pcs per blister pack	45	
6	pack	Battery, dry cell, AAA, 2 pcs per blister pack	45	
7	box	Staple Wire, Standard, (26/6)	90	
8	roll	Tape, Masking, width 24mm	55	
9	roll	Tape, Masking, width 48mm	55	
10	roll	Tape, Packaging, width 48mm	55	
11	roll	Tape, Transparent, width 24mm	55	
12	roll	Tape, Transparent, width 48mm	55	
13	pcs	Flash Drive, 16GB capacity	25	
14	set	Marker, Fluorescent, 3 assorted color per set (yellow/green/orange)	50	
15	pc	Marker, whiteboard, black, felt tip, bullet type	50	
16	pc	Marker, whiteboard, blue, felt tip, bullet type	50	
17	pc	Marker, Permanent, black, bullet type	75	
18	pc	Marker, Permanent, blue, bullet type	75	
19	box	Paper Clip, vinyl/plastic coat, length:32mm min	25	
20	box	Paper Clip, vinyl/plastic coat, length:50mm min	25	
21	pcs	Scissors, symmetrical, blade length: 65mm min	20	
22	pcs	Staple Remover, plier type	20	
23	box	Clip, Back fold, all metal clamping:25mm	40	
24	box	Clip, Back fold, all metal clamping 50mm	40	
25	pcs	Correction Tape, film base type, UL 6m min	100	
26	set	File Tab Divider, Bristol board, for A4 (10pcs/set) white	30	
27	set	File Tab Divider, Bristol board, for Legal (10pcs/set) white	30	
28	box	Folder, Pressboard, size:240mm x 370mm (100pcs/pack)	9	
29	box	Folder, Tagboard, for A4 size documents (100pcs/pack)	10	
30	box	Folder, Tagboard, for Legal size documents(100pcs/pack)	10	
31	box	Index Tab, self-adhesive, transparent	25	
32	pc	Sign Pen, liquid/gel 0.5m needle tip- black	100	
33	pc	Sign Pen, liquid/gel 0.5m needle tip- blue	100	
34	pc	Ball Pen, black	500	
35	pc	Ball Pen, blue	500	

FINANCIAL OFFER:

Please quote your **best for** the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS (1ST QUARTER 2021)	
Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Sixty-Four Thousand Three Hundred Sixty Pesos (Php164,360.00)	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

PAYMENT DETAILS:

<i>Banking Institution:</i> _____
<i>Account Number:</i> _____
<i>Account Name:</i> _____
<i>Branch:</i> _____

Signature over Printed
Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

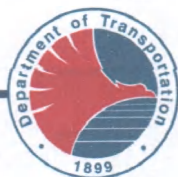
Email Address/es

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. 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.
10. **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 contractor'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 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



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE

PR No. : 2021-02-035

Division/Section: ASD

SAI No. : FEB 03 2021

Date Request: 28 January 2021

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	ream	Paper, Multi-Purpose (copy) Legal, 70gsm	150	200.00	30,000.00
2	ream	Paper, Multi-Purpose (copy) A4, 70gsm	150	175.00	26,250.00
3	book	Record Book, 500 pages size: 214mm x 278mm min	50	100.00	5,000.00
4	pack	Toilet Tissue Paper, 2-ply (12 rolls /pack)	150	175.00	26,250.00
5	pack	Battery, dry cell, AA, 2 pcs per blister pack	45	36.00	1,620.00
6	pack	Battery, dry cell, AAA, 2 pcs per blister pack	45	25.00	1,125.00
7	box	Staple Wire, Standard, (26/6)	90	40.00	3,600.00
8	roll	Tape, Masking, width 24mm	55	55.00	3,025.00
9	roll	Tape, Masking, width 48mm	55	105.00	5,775.00
10	roll	Tape, Packaging, width 48mm	55	30.00	1,650.00
11	roll	Tape, Transparent, width 24mm	55	20.00	1,100.00
12	roll	Tape, Transparent, width 48mm	55	30.00	1,650.00
13	pcs	Flash Drive, 16GB capacity	25	400.00	10,000.00
14	set	Marker, Fluorescent, 3 assorted color per set (yellow/green/orange)	50	75.00	3,750.00
15	pc	Marker, whiteboard, black, felt tip, bullet type	50	23.00	1,150.00
16	pc	Marker, whiteboard, blue, felt tip, bullet type	50	23.00	1,150.00
17	pc	Marker, Permanent, black, bullet type	75	25.00	1,875.00
18	pc	Marker, Permanent, blue, bullet type	75	25.00	1,875.00
19	box	Paper Clip, vinyl/plastic coat, length:32mm min	25	15.00	375.00
20	box	Paper Clip, vinyl/plastic coat, length:50mm min	25	25.00	625.00
21	pcs	Scissors, symmetrical, blade length: 65mm min	20	45.00	900.00
22	pcs	Staple Remover, plier type	20	45.00	900.00
23	box	Clip, Back fold, all metal clamping:25mm	40	30.00	1,200.00
24	box	Clip, Back fold, all metal clamping 50mm	40	35.00	1,400.00
25	pcs	Correction Tape, film base type, UL 6m min	100	20.00	2,000.00
26	set	File Tab Divider, Bristol board, for A4 (10pcs/set) white	30	23.00	690.00
27	set	File Tab Divider, Bristol board, for Legal (10pcs/set) white	30	25.00	750.00
28	box	Folder, Pressboard, size:240mm x	9	950.00	8,550.00

		370mm (100pcs/pack)			
29	box	Folder, Tagboard, for A4 size documents (100pcs/pack)	10	350.00	3,500.00
30	box	Folder, Tagboard, for Legal size documents(100pcs/pack)	10	400.00	4,000.00
31	box	Index Tab, self-adhesive, transparent	25	65.00	1,625.00
21	pc	Sign Pen, liquid/gel 0.5m needle tip- black	100	25.00	2,500.00
33	pc	Sign Pen, liquid/gel 0.5m needle tip- blue	100	25.00	2,500.00
34	pc	Ball Pen, black	500	6.00	3,000.00
35	pc	Ball Pen, blue	500	6.00	3,000.00
		X-X-X-X-X-X-X			164,360.00

Requisitioning Officer

Signature:

Printed Name:

ENGR. NANNETTE Z. VILLAMOR-DINOPOL

Designation

Deputy Administrator for Operations
And Officer-in-charge, Executive Director
STCW Office 4920

Purpose: For official use of the different STCW Offices (for 1st Quarter 2021)

Note:

The items are currently not available from PS-DBM. Said items will be procured from other sources/suppliers.

CERTIFICATION



FUNDS AVAILABLE



NO FUNDS AVAILABLE

RALPH A. NARVAEZ

Chief, Budget Division



Approved



Disapproved

PR Approver

Signature:

Printed Name:

VADM ROBERT A EMPREDAD AFP (Ret)

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.)

TERMS OF REFERENCE FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS

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), wishes to invite quotations from interested persons and entities for the following:

Contract Package	Description	Qty	Unit
1 lot	1. Record Book, 500 pages size: 214mm x 278mm min	50	book
	2. Toilet Tissue Paper, 2-ply (12 rolls/pack)	150	pack
	3. Battery, dry cell, AA, 2 pcs per blister pack	45	pack
	4. Battery, dry cell, AAA, 2 pcs per blister pack	45	pack
	5. Staple Wire, Standard, (26/6)	90	box
	6. Tape, Masking, width 24mm	55	roll
	7. Tape, Masking, width 48mm	55	roll
	8. Tape, Packaging, width 48mm	55	roll
	9. Tape, Transparent, width 24mm	55	roll
	10. Tape, Transparent, width 48mm	55	roll
	11. Flash Drive, 16GB capacity	25	pc
	12. Marker, Fluorescent, 3 assorted color per set (yellow/green/orange)	50	set
	13. Marker, whiteboard, black, felt tip, bullet type	50	pc
	14. Marker, whiteboard, blue, felt tip, bullet type	50	pc
	15. Marker, Permanent, black, bullet type	75	pc
	16. Marker, Permanent, blue, bullet type	75	pc
	17. Paper Clip, vinyl/plastic coat, length:32mm min	25	pc
	18. Paper Clip, vinyl/plastic coat, length:50mm min	25	pc
	19. Scissors, symmetrical, blade length: 65mm min	20	pc
	20. Staple Remover, plier type	20	pc
	21. Clip, Back fold, all metal clamping:25mm	40	box
	22. Clip, Back fold, all metal clamping 50mm	40	box
	23. Correction Tape, film base type, UL 6m min	100	pc
	24. File Tab Divider, Bristol board, for A4 (10pcs/set) white	30	set
	25. File Tab Divider, Bristol board, for Legal (10pcs/set) white	30	set

	26. Folder, Pressboard, size:240mm x 370mm (100pcs/pack)	9	pack
	27. Folder, Tagboard, for A4 size documents (100pcs/pack)	10	pack
	28. Folder, Tagboard, for Legal size documents(100pcs/pack)	10	pack
	29. Index Tab, self-adhesive, transparent	25	box
	30. Sign Pen, liquid/gel 0.5m needle tip-black	100	pc
	31. Sign Pen, liquid/gel 0.5m needle tip-blue	100	pc
	32. Ball Pen, black	500	pc
	33. Ball Pen, blue	500	pc
	34. Paper, Multi-Purpose (copy) Legal, 70gsm	150	ream
	35. Paper, Multi-Purpose (copy) A4, 70gsm	150	ream

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **One Hundred Sixty-Four Thousand Three Hundred Sixty Pesos Only (P164,360.00)** is available which will be charged against the MARINA Central Office funds FY 2021.

3. CONDITIONS AND SUPPLIER RESPONSIBILITIES:

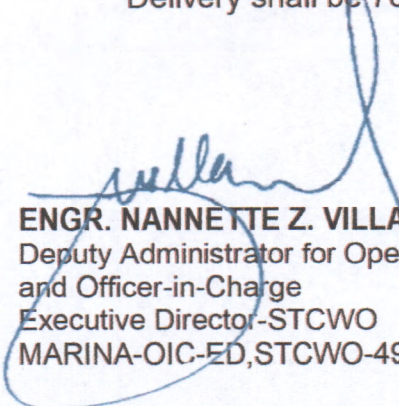
- 3.1 The prospective supplier shall bid in the above-listed items;
- 3.2 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.3 The prospective supplier shall replace the defective items, within 7 days upon receipt of the notification of the defect with the same specification at no cost to the MARINA-STCWO;
- 3.4 The prospective supplier shall submit the following documents:
 - a. Copy of PhilGEPS Registration;
 - b. Mayor's/Business Permit
 - c. Copy of Business/ Income Tax Return (ITR)

4. TERMS OF PAYMENT:

- 4.1 Send Bill Arrangement;
- 4.2 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 4.3 The supplier shall provide the bank Account preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

5. PERIOD OF DELIVERY

Delivery shall be 7 calendar days from the approval of Notice to Proceed.



ENGR. NANNETTE Z. VILLAMOR-DINOPOL, CESO V
Deputy Administrator for Operations
and Officer-in-Charge
Executive Director-STCWO
MARINA-OIC-ED,STCWO-4921

