



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 7499625
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR MARINA CENTRAL OFFICE
Area of Delivery Metro Manila

Solicitation Number:	2021-02-047	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:	Beverages		
Approved Budget for the Contract:	PHP 450,000.00	Document Request List	0
Delivery Period:	10 Month/s		
Client Agency:			
Contact Person:	Atty. Maximo I. Bañares The BAC Chairperson MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 2021marinabac@gmail.com	Date Published	25/02/2021
		Last Updated / Time	24/02/2021 15:49 PM
		Closing Date / Time	04/03/2021 13:00 PM
Description SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR MARINA CENTRAL OFFICE Please see attached file. You may visit our website at: marina.gov.ph (under transparency tab)			

Created by Atty. Maximo I. Bañares
Date Created 24/02/2021

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REQUEST FOR QUOTATION

The Maritime Industry Authority (MARINA) – Bids and Awards Committee (BAC), will undertake a Small Value Procurement for the **SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR MARINA CENTRAL OFFICE COVERING THE PERIOD OF MARCH TO DECEMBER 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 (04 March 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. **SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR MARINA CENTRAL OFFICE COVERING THE PERIOD OF MARCH TO DECEMBER 2021**

A **letter of intent** copy of your **2021 Business/Mayor's Permit¹, Certified True Copy of DTI Registration for sole proprietorship/partnership, SEC Registration, PhilGEPS Registration Number, Latest Tax Clearance issued by BIR** and **Sanitary Permit from City Health Office** 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. BAÑARES, 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.

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:

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR MARINA CENTRAL OFFICE COVERING THE PERIOD OF MARCH TO DECEMBER 2021						
Item No.	Unit	Specification	Qty	Unit Cost	Total Cost	Bidder's Statement of Compliance
1	Container (5-gallon)	Supply and delivery of purified drinking water for the MARINA Central Office covering the period of ten (10) months. Period covered: March to December 2021	900			
SCOPE OF WORK: The following scope of work shall be undertaken by the selected supplier: <ol style="list-style-type: none">a. Supply MARINA Central Office, purified drinking water, in a five (5)-gallon container, NINE HUNDRED (900) containers per month for ten (10) months;b. Guarantee the quality of the drinking water delivered to MARINA Central Office;c. Install the free use of fifty (50) units of hot and cold water dispensers at places designated by MARINA;d. Maintain, clean and check the installed water dispensers every three (3) months and immediately replace defective water dispensers; ande. Upon written request, provide MARINA with additional water dispensers free of charge.						

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

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

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

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR MARINA CENTRAL OFFICE COVERING THE PERIOD OF MARCH TO DECEMBER 2021				
Item No.	Unit	Specification	Qty	Delivery Date**
1	Container (5-gallon)	Supply and delivery of purified drinking water for the MARINA Central Office covering the period of ten (10) months. Period covered: March to December 2021	900	Ten (10) days upon receipt of the Notice to Proceed.
SCOPE OF WORK: The following scope of work shall be undertaken by the selected supplier: a. Supply MARINA Central Office, purified drinking water, in a five (5)-gallon container, NINE HUNDRED (900) containers per month for ten (10) months; b. Guarantee the quality of the drinking water delivered to MARINA Central Office; c. Install the free use of fifty (50) units of hot and cold water dispensers at places designated by MARINA; d. Maintain, clean and check the installed water dispensers every three (3) months and immediately replace defective water dispensers; and e. Upon written request, provide MARINA with additional water dispensers free of charge.				

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.

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR MARINA CENTRAL OFFICE COVERING THE PERIOD OF MARCH TO DECEMBER 2021	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Four Hundred Fifty Thousand Pesos (Php450,000.00)	<p>In words:</p> <p>_____</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



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office: MFAS			PR No. 1021-02-047		
Division/Section:			SAI No.: FEB 08 2021		
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	Container (5-gallon)	Supply and delivery of purified drinking water for the MARINA Central Office covering the period of ten (10) months. Period covered: March to December 2021	900	50.00 <i>def</i>	450,000.00
		xxxnothing followsxxx			
		Total			450,000.00
			Requisitioning Officer		
Signature:			<i>[Signature]</i>		
Printed Name:			RODOLFO R. DIAWA		
Designation			OIC-Chief, GSD		
Purpose			For official use of the MARINA Central Office as per attached TOR.		
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE					
RALPH A. NARVAEZ OIC-Budget Division					
			<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Signature:			<i>[Signature]</i>		
Printed Name:			VADM ROBERT A EMPEDRAD AFP (Ret)		
Designation			Administrator		
<i>mar 2/15/21</i>					
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
SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR THE MARINA
CENTRAL OFFICE

1.0 BACKGROUND OF THE PROJECT

The Maritime Industry Authority (MARINA), created in June 1974 by virtue of Presidential Decree No. 474, intends to engage a supplier that will provide, for its personnel, highest degree of quality of purified drinking water, with a financial proposal advantageous to the government in compliance with RA 9184 or the Government Procurement Reform Act.

2.0 OBJECTIVE

Supply and delivery of purified drinking water shall be delivered, in five (5) - gallon containers, to the MARINA Central Office located at A Bonifacio Drive corner 20th Street, Port Area, Manila.

3.0 DOCUMENTARY REQUIREMENTS

The quotation shall be submitted together with the following documents:

1. Letter of Intent;
2. The total price and the unit price per 5-gallon container of purified drinking water;
3. Updated Business/Mayor's Permit;
4. Certified True Copy of DTI Registration for sole proprietorship/ partnership and SEC Registration;
4. Copy of latest Income Tax Return and Business Tax Return;
5. Latest Tax Clearance issued by BIR;
6. Updated Certificate of Registration to PhilGEPS;
7. Sanitary Permit from City Health Office; and
8. Omnibus Sworn Statement

4.0 SCOPE OF WORK

The following scope of work shall be undertaken by the selected supplier:

- a. Supply MARINA Central Office, purified drinking water, in a five (5)-gallon container, **NINE HUNDRED (900)** containers per month for ten (10) months;
- b. Guarantee the quality of the drinking water delivered to MARINA Central Office;
- c. Install the free use of fifty (50) units of hot and cold water dispensers at places designated by MARINA;
- e. Maintain, clean and check the installed water dispensers every three (3) months and immediately replace defective water dispensers; and
- f. Upon written request, provide MARINA with additional water dispensers free of charge.

5.0 APPROVED BUDGET OF THE CONTRACT

Four Hundred Fifty Thousand Pesos (P450,000.00) inclusive of all applicable taxes to be charged under the 2021 GAA for MOOE.

6.0 PROJECT DURATION

The proposed supply and delivery of purified drinking water shall be for ten (10) months, covering the period 01 March to 31 December 2021 effective ten (10) days upon receipt of the Notice to Proceed.

7.0 TERMINATION

MARINA reserves the right to terminate the Agreement entered into by MARINA and the prospective supplier for any reason/s whatsoever by serving a ten-day written notice to the prospective supplier.

8.0 PAYMENT TERMS

MARINA shall pay the supplier within thirty (30) days upon receipt of the billing statement complete with supporting papers through Advice to Debit Account (ADA).

Prepared by:



RODOLFO R. DIAWA

OIC-Chief, General Services Division

Management Financial and Administrative Service

15 February 2021

Omnibus Sworn Statement (Revised)

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]