



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 VIRTUAL CONFERENCE KIT FOR MARINA LAWYERS CONVENTION 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 at the address below:

MARINA BAC Secretariat
c/o BAC Office, 10th Floor, MARINA Bldg.
A. Bonifacio Drive cor. 20th Street, Port Area, Manila

**“PROCUREMENT OF VIRTUAL CONFERENCE KIT
FOR MARINA LAWYERS CONVENTION 2021”**

A copy of your **2021 Business/Mayor’s Permit**¹, **PhilGEPS Registration Number**, **Latest Income Tax Return** and **Omnibus Sworn Statement**² are required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at (8) 524-6518 or email address at 2021marinabac@gmail.com


ATTY. KORINA MAE V. PIMENTEL
Head, BAC Secretariat

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:

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

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.

Supplier's must state here either "Comply" or any equivalent term in the column "Supplier'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 VIRTUAL CONFERENCE KIT FOR MARINA LAWYERS CONVENTION 2021					
Specification	Unit	Qty	Unit Cost	Total Cost	Supplier's Statement of Compliance
CUSTOM VIRTUAL CONFERENCE KIT	1	LOT			
SPECIFICATION / DELIVERABLES				SUPPLIER'S STATEMENT OF COMPLIANCE	
1. Corrugated cardboard, mailer tuck box type, one-color blue outside, no color inside, 12Lx9Wx3D (70 pieces)					
2. Carton one color imprint two (2) door hanger (70 pieces) male (70 pieces) female					
3. Mug dual color blue outside white inside (70 pieces)					
4. USB drive wood design 32 GB (70 pieces)					
5. Noise cancelling headset microphone cable length 2M 2 ear output USB 2.0 connector (70 pieces)					

NOTE: PLEASE SEE ATTACHED TOR/PHOTO AS REFERENCE.

**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 VIRTUAL CONFERENCE KIT FOR MARINA LAWYERS CONVENTION 2021			
Specification	Qty	Unit	Delivery Date**
CUSTOM VIRTUAL CONFERENCE KIT	1	LOT	The items should be delivered on or before 08 October 2021 or within five (5) days from receipt of Notice to Proceed and Purchase Order, whichever comes earlier.
Consist of the following:			
1. Corrugated cardboard, mailer tuck box type, one-color blue outside, no color inside, 12Lx9Wx3D (70 pieces)			
2. Carton one color imprint two (2) door hanger (70 pieces) male (70 pieces) female			
3. Mug dual color blue outside white inside (70 pieces)			
4. USB drive wood design 32 GB (70 pieces)			
5. Noise cancelling headset microphone cable length 2M 2 ear output USB 2.0 connector (70 pieces)			
6. Corrugated cardboard, mailer tuck box type, one-color blue outside, no color inside, 12Lx9Wx3D (70 pieces)			

Signature over Printed Name

Position/Designation

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 VIRTUAL CONFERENCE KIT FOR MARINA LAWYERS CONVENTION 2021	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Seventy Thousand Pesos (Php70,000.00)	In words: _____ _____ _____ _____ In figures: _____ _____ _____ _____

PAYMENT DETAILS:

Banking Institution:	_____
Account Number:	_____
Account Name:	_____
Branch:	_____

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



TERMS OF REFERENCE

1 Lot, Custom Virtual Conference Kit ₱70,000.00

- Corrugated cardboard, mailer tuck box type, one-color blue outside, no color inside, 12Lx 9W x 3D (70 pcs)
- Carton one color imprint two (2) door hanger (70 pcs) male, (70 pcs) female
- mug dual color blue outside, white inside (70 pcs)
- USB drive wood design 32 GB (70 pcs)
- Noise cancelling headset microphone, cable length 2M, 2 ear output, USB 2.0 connector (70 pcs)

Mailer tuck box type 12Lx 9W x 3D



Sample door hangers: Blue in color Text:
Ongoing Convention "Convention On-going,
Please do not disturb"

Sample USB wooden



Blue mug



Headset with microphone



PERIOD OF DELIVERY

The items should be delivered on or before 08 October 2021 or within five (5) days from receipt of Notice to Proceed and Purchase Order, whichever comes earlier.

TERMS OF PAYMENT

Within five to ten (5-10) calendar days upon receipt of billing invoice/ Statement of Account and issuance of Inspection and Acceptance report by MARINA.



Republic of the Philippines
Department of Transportation

MARITIME INDUSTRY AUTHORITY

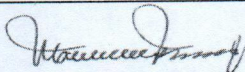
Form No. QMS-10/2-1
Revision No./Date: 0/15 Nov 2010



PURCHASE REQUEST

Office: **LEGAL SERVICE** PR No.: 2021-09-391
Division/Section: SAI No.: SEP 21 2021

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pcs	Virtual Conference Kit	70	1,000.00	P70,000.00
		for MARINA Lawyer's Convention 2021			
		Inclusions:			
		*Mailing Box Corrugated cardboard, one-color			
		print blue MARINA logo			
		*Door hanger, carton, blue solid color			
		with text and image print as per sample			
		*mug dual color blue outside, white			
		inside			
		*USB drive wood design 32GB			
		with text "MLC 2021"			
		*Noise cancelling headset microphone,			
		cable length 2M, 2 ear output, USB 2.0			
		connector			-

Signature: 
Printed Name: **ATTY. MAXIMO I. BAÑARES, JR.**
Designation: Director, Legal Service

Requisitioning Officer

CERTIFICATION

☒ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE


RALPH A. NARVAEZ
Chief, Budget Division

☐ Approved

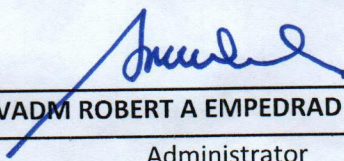
☐ Disapproved

PR Approver

Signature:

Printed Name:

Designation:


VADM ROBERT A EMPEDRAD AFP (Ret)

Administrator

1:00
SEP 21 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]