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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8139243
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF SHIPMENT FEE OF CAMPAIGN MATERIALS AS PART OF CAMPAIGN STRATEGY TO PHILIPPINE CANDIDATURE IMO CATEGORY C FOR 2022-2023 BIENNIUM
Area of Delivery Metro Manila

Solicitation Number:	2021-10-430	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	Services	Bid Supplements	0
Approved Budget for the Contract:	PHP 550,000.00		
Delivery Period:	5 Day/s	Document Request List	0
Client Agency:			
Contact Person:	VADM Rene V. Medina AFP (Ret) The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 2021marinabac@gmail.com	Date Published	30/10/2021
		Last Updated / Time	29/10/2021 17:16 PM
		Closing Date / Time	04/11/2021 13:00 PM
Description PROCUREMENT OF SHIPMENT FEE OF CAMPAIGN MATERIALS AS PART OF CAMPAIGN STRATEGY TO PHILIPPINE CANDIDATURE IMO CATEGORY C FOR 2022-2023 BIENNIUM Please see attached file. You may visit our website at marina.gov.ph (under transparency tab)			

Created by VADM Rene V. Medina AFP (Ret)
Date Created 29/10/2021

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REQUEST FOR QUOTATION

The Maritime Industry Authority (MARINA) – Bids and Awards Committee (BAC), will undertake a Small Value Procurement of **PROCUREMENT OF SHIPMENT FEE OF CAMPAIGN MATERIALS AS PART OF CAMPAIGN STRATEGY TO PHILIPPINE CANDIDATURE IMO CATEGORY C FOR 2022-2023 BIENNIUM** 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 November 2021, 01:00 P.M.)** at the MARINA BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area, Manila Philippines.

TO	:	THE BIDS AND AWARDS COMMITTEE MARITIME INDUSTRY AUTHORITY
FROM	:	_____ (Name of Service Courier in Capital Letters)
ADDRESS	:	_____ (Address of Service Courier in Capital Letters)
PROJECT	:	_____ (In capital letters, indicate the phrase)
		BID REF : _____
		_____ (Closing Date / Time)

"DO NOT OPEN BEFORE _____"
(Closing Date / Time)

A copy of your **2021 Business/Mayor's Permit¹, PhilGEPS Registration Number, Latest Income Tax Return** and **Omnibus Sworn Statement²** are required to be submitted along with your quotation/proposal.

For any clarification, you may contact us (02) 6524-6518 or 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.

Service couriers must state here either "Comply" or any equivalent term in the column "Service courier'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 SHIPMENT FEE OF CAMPAIGN MATERIALS AS PART OF CAMPAIGN STRATEGY TO PHILIPPINE CANDIDATURE IMO CATEGORY C FOR 2022-2023 BIENNIUM			
Logistical Support/Requirements			
The following items are the minimum requirements for the service courier:			
		Total Cost	The Service Courier Statement of Compliance
QUANTITY	6 Boxes of Diplomatic Shipment		
DIMENSION	61 x 61 x 61 (6 crates)		
TOTAL WEIGHT	540 kgs.		
VOLUMETRIC WEIGHT	45.40 kgs. Per crate		
CHARGEABLE WEIGHT	540 kgs		

**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 SHIPMENT FEE OF CAMPAIGN MATERIALS AS PART OF CAMPAIGN STRATEGY TO PHILIPPINE CANDIDATURE IMO CATEGORY C FOR 2022-2023 BIENNIUM			
Logistical Support/Requirements			
The following items are the minimum requirements for the service courier:			
1 LOT			Delivery Terms**
	QUANTITY	6 Boxes of Diplomatic Shipment	The service provider will pick up the campaign materials at the Department of Foreign Affairs (DFA) with office address at 2330 Roxas Boulevard, Pasay City, within 5 calendar days upon receipt of Notice of Award (NOA) and Notice to Proceed (NTP).
	DIMENSION	61 x 61 x 61 (6 crates)	
	TOTAL WEIGHT	540 kgs.	
	VOLUMETRIC WEIGHT	45.40 kgs. Per crate	
	CHARGEABLE WEIGHT	540 kgs	

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 SHIPMENT FEE OF CAMPAIGN MATERIALS AS PART OF CAMPAIGN STRATEGY TO PHILIPPINE CANDIDATURE IMO CATEGORY C FOR 2022-2023 BIENNIUM	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Five Hundred Fifty Thousand Pesos. (Php550,000.00)	In words: _____ _____ _____ _____ In figures: _____ _____ _____ _____

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

TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF SHIPMENT FEE OF CAMPAIGN MATERIALS AS PART OF CAMPAIGN STRATEGY TO PHILIPPINE CANDIDATURE IMO CATEGORY C FOR 2022-2023 BIENNIUM

I. Introduction

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 invite quotations from interested persons and entities to provide the needed logistical requirements** for the shipment of campaign materials to London, United Kingdom, as part of campaign strategy to Philippine Candidature IMO Category C for 2022-2023 Biennium.

II. Logistical support/requirements

The following items are the minimum requirements for the service courier:

Quantity	6 Boxes of Diplomatic Shipment
Dimension	61 x 61 x 61 cm (6 crates)
Total Weight	540 kgs.
Volumetric Weight	45.40 kgs. Per crate
Chargeable Weight	540 kgs.

III. Total Cost of Logistical Requirements

The total cost for the procurement of services and facilities shall be **FIVE HUNDRED FIFTY THOUSAND PESOS ONLY (P550, 000.00)** which shall be charged against the funds of the Overseas Shipping Service of MARINA for the Fiscal Year 2021.

IV. Delivery Terms

The service provider shall pick up the campaign materials at the Department of Foreign Affairs (DFA) with office address at 2330 Roxas Boulevard, Pasay City, within 5 calendar days upon receipt of the Notice of Award (NOA) and Notice to Proceed (NTP).

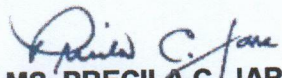
V. Mode of Payment

The MARINA shall pay the selected bidder within fifteen (15) days after the 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 shall be borne by the said bidder pursuant to Department of Budget and Management Circular Letter No. 2013-16.

Official Contact for Expression of Interest

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



MS. PRECILA C. JARA

Officer-in-Charge

Overseas Shipping Service

Maritime Industry Authority

MARINA Bldg, A. Bonifacio Drive cor.

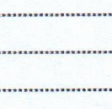
20th Street cor. South Harbor,

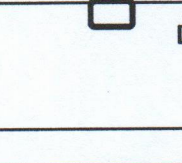
Port Area, Manila

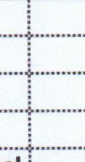


PURCHASE REQUEST

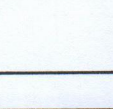
Office:		OSS		PR No.: 2021-10-430	
Division/Section:		SAI No.: OCT 14 2021			
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Shipment Fee			550,000.00
				Total	550,000.00

Requisitioning Officer:	
Signature:	
Printed Name:	PRECILA C. JARA
Designation:	Officer-in-Charge
Purpose:	Payment for the Shipment Fee of Campaign Materials to London, United Kingdom as Part of the Campaign Strategy for the Philippine Candidature to the IMO Council under Category C

CERTIFICATION	
<input checked="checked" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE	 RALPH NARVAEZ Chief, Budget Division
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

PR Approver:	
Signature:	
Printed Name:	VADM ROBERT A EMPEDRAD 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.)



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]