



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8055465  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN) – 3RD POSTING  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2021-07-306	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Information Technology		
<b>Approved Budget for the Contract:</b>	PHP 980,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	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	<b>Date Published</b>	06/10/2021
		<b>Last Updated / Time</b>	05/10/2021 14:08 PM
		<b>Closing Date / Time</b>	11/10/2021 01:00 AM
<b>Description</b>  SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN) – 3RD POSTING  Please see attached file.  You may visit our website at <a href="http://marina.gov.ph">marina.gov.ph</a> (under transparency tab)			

**Created by** VADM Rene V. Medina AFP (Ret)  
**Date Created** 05/10/2021

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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 of **SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN) – 3<sup>RD</sup> POSTING** 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 (11 October 2021, 01:00 P.M.)** at the MARINA BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area, Manila Philippines.

Qualification of the supplier: The supplier must be **legally registered**, and **has at least 3 years' experience in supplying computer hardware**.

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

Additional MARINA requirements to be submitted, a **brochure/datasheet of the proposed Laptop Computers** and **submit at least two (2) Client Satisfactory Certificates in the last two (2) years**.

For any clarification, you may contact us at [2021marinabac@gmail.com](mailto:2021marinabac@gmail.com)



**ATTY. KORINA MAE V. PIMENTEL**  
Head, BAC Secretariat

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<sup>1</sup> 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.

<sup>2</sup> 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:

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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](http://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.

Suppliers 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:

<b>SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN) – 3<sup>RD</sup> POSTING</b>						
<b>Item No.</b>	<b>Unit</b>	<b>Specification</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>The Supplier Statement of Compliance</b>
<b>DELIVERABLES</b>						
1	PCS	LAPTOP COMPUTER	20			
<b>TECHNICAL SPECIFICATIONS</b>						
Processor	Intel Core i5 up to 2.4 GHz 11 <sup>th</sup> Gen					
Graphics	Intel XE Graphics					
Display	Atleast 14 inches					
Memory	8GB DDR4					
Storage	500 GB HDD					
Interfaces	HDMI USB Drive - 3					
Audio	Built In Speaker Audio Microphone Headphone jack					
Camera	Built In WebCam					
Wi-Fi	Dual-band 802.11ac Wi-Fi					
Bluetooth	Bluetooth					
Battery & Power	Up to 10 hours battery life					
Operating System (OS)	Windows10 Home					

Office	MS Office (Word, Excel and Powerpoint)	
Inclusions	Power adapter, AC wall plug and Power cord	
Other requirements	Vendor is responsible for the installation of the Office Productivity to the purchased hardware, if necessary. Training session for IT personnel on IT Personnel for remote access. Marina logo upon system boot up.	
<b>WARRANTY AND AFTER-SALES SUPPORT</b>		
For Computing Devices	<ul style="list-style-type: none"> <li>- Two (2) years on parts and labor</li> <li>- One (1) year on batteries</li> <li>- For the duration of warranty period, the call back response (may be through email, phone or onsite support) time shall be guaranteed within one (1) hour upon notification.</li> <li>- On-site support shall be provided for the delivered items within next business day from verbal/written notification.</li> </ul>	
For Peripheral devices	<ul style="list-style-type: none"> <li>- One (1) year on parts, labor</li> <li>- On-site support shall be provided for the delivered items within next business day from verbal/ written notification.</li> </ul>	
Provision of Service Units	<ul style="list-style-type: none"> <li>- Within the warranty period, laptop computers that cannot be repaired within five (5) days shall be immediately replaced with a service unit of similar specifications.</li> </ul>	
<b>TERMS OF LEASE AND TURN OVER OF EQUIPMENT</b>		
a) The leased shall be for a period of three (3) Months. b) The Provider shall turn over all laptop computers after the period lease.		

*\*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.

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN) – 3 <sup>RD</sup> POSTING					
Item No.	Specification	Qty	Unit	Delivery Schedule**	
DELIVERABLES					
1	LAPTOP COMPUTER	20	PCS	Thirty (30) Calendar Days upon Receipt of Purchase Order.	
TECHNICAL SPECIFICATIONS					
Processor	Intel Core i5 up to 2.4 GHz 11 <sup>th</sup> Gen				
Graphics	Intel XE Graphics				
Display	Atleast 14 inches				
Memory	8GB DDR4				
Storage	500 GB HDD				
Interfaces	HDMI USB Drive - 3				
Audio	Built In Speaker Audio Microphone Headphone jack				
Camera	Built In WebCam				
Wi-Fi	Dual-band 802.11ac Wi-Fi				
Bluetooth	Bluetooth				
Battery & Power	Up to 10 hours battery life				
Operating System (OS)	Windows10 Home				
Office	MS Office (Word, Excel and Powerpoint)				
Inclusions	Power adapter,AC wall plug and Power cord				
Other requirements	Vendor is responsible for the installation of the Office Productivity to the purchased hardware, if necessary. Training session for IT personnel on IT Personnel for remoteaccess. Marina logo upon system boot up.				
WARRANTY AND AFTER-SALES SUPPORT					
For Computing Devices	<ul style="list-style-type: none"><li>- Two (2) years on parts and labor</li><li>- One (1) year on batteries</li><li>- For the duration of warranty period, the call back response (may be through email, phone or onsite support) time shall be guaranteed within one (1) hour upon notification.</li><li>- On-site support shall be provided for the delivered items within next business day from verbal/writtennotification.</li></ul>				
For Peripheral devices	<ul style="list-style-type: none"><li>- One (1) year on parts,labor</li><li>- On-site support shall be provided for the delivered items within next business day from verbal/ written notification.</li></ul>				
Provision of Service Units	<ul style="list-style-type: none"><li>- Within the warranty period, laptop computers that cannot be repaired within five (5) days shall be immediately replaced with aserviceunitofsimilar specifications.</li></ul>				
TERMS OF LEASE AND TURN OVER OF EQUIPMENT					
a) The leased shall be for a period of Five (5) Months.					
b) The Provider shall turn over all laptop computers after the period lease.					

**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.

<b>SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN) – 3<sup>RD</sup> POSTING</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>Nine Hundred Eighty Thousand Pesos. (Php980,000.00)</b>	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.

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Signature over Printed Name

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Position/Designation



**TERMS OF REFERENCE**  
**SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION**  
**OF LAPTOP COMPUTER**  
**(LEASE TO OWN)**

**I. Rationale**

The lease-to-own of laptop computers is proposed pursuant to Section 46 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" which provides:

*"Section 46. Lease Contracts*

The lease of construction and office equipment, including computers, communication and information technology equipment, are subject to the same public bidding and to the processes prescribed under the Act and this IRR. Lease may also cover lease purchases or lease-to-own and similar variations."

**II. Approved Budget Contract**

The supplier shall bid for all items described in this Terms of reference, which shall not exceed the Approved Budget Contract (ABC) in the amount of Nine Hundred Eighty Thousand Pesos (980,000.00), inclusive of all applicable government charges.

**III. Technical Specifications**

**IV. Deliverables**

Laptop computer	20
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**V. Technical Specifications**

Processor	Intel Core i5 up to 2.4 GHz 11 <sup>th</sup> Gen
Graphics	Intel XE Graphics
Display	Atleast 14 inches
Memory	8GB DDR4
Storage	500 GB HDD
Interfaces	HDMI USB Drive - 3
Audio	Built In Speaker Audio Microphone Headphone jack
Camera	Built In WebCam
Wi-Fi	Dual-band 802.11ac Wi-Fi
Bluetooth	Bluetooth
Battery & Power	Up to 10 hours battery life



Operating System (OS)	Windows 10
Office	MS Office (Word, Excel and Powerpoint)
Inclusions	Power adapter, AC wall plug and Power cord
Other requirements	Vendor is responsible for the installation of the Office Productivity to the purchased hardware, if necessary. Training session for IT personnel on IT Personnel for remote access. Marina logo upon system boot up.

## VI. Delivery

- Thirty (30) Calendar Days upon Receipt of Purchase Order.

## VII. Qualification of the Supplier

- The supplier must be legally registered, has at least 3 years' experience in supplying computer hardware and should submit atleast two (2) Client Satisfactory Certificates for the last two (2) years.

## VIII. Warranty and After-Sales Support

### 1. For Computing Devices:

- Two (2) years on parts and labor
- One (1) year on batteries
- For the duration of warranty period, the call back response (may be through email, phone or onsite support) time shall be guaranteed within one (1) hour upon notification.
- On-site support shall be provided for the delivered items within next business day from verbal/written notification.

### 2. For Peripheral devices:

- One (1) year on parts, labor
- On-site support shall be provided for the delivered items within next business day from verbal/written notification.

### 3. Provision of Service Units.

- Within the warranty period laptop computers that cannot be repaired within five (5) days shall be immediately replaced with a service unit of similar specifications.

## IX. Payment

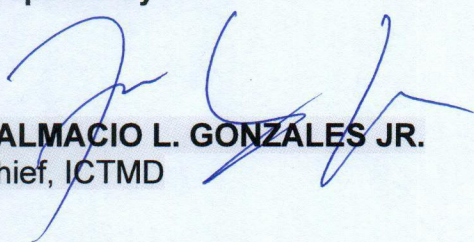
- The payment shall be made on monthly basis for Three (3) Months upon issuance of the Billing Statement on a Bank-to-Bank basis. Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.



#### **X. Terms of Lease and Turn Over of Equipment**

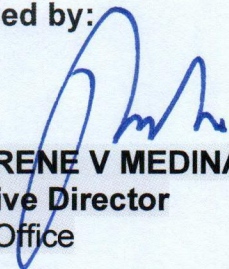
- The leased shall be for a period of Three (3) Months.
- The Provider shall turn over all laptop computers after the period lease.

**Prepared by:**



**DALMACIO L. GONZALES JR.**  
Chief, ICTMD

**Approved by:**



**VADM RENE V MEDINA AFP (Ret)**  
Executive Director  
STCW Office

*Version 2 – September 15, 2021*





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE

PR No. :

2021-07-906

Division/Section: ICTMD

SAI No. :

30 JULY 2021

Date Request: July 14, 2021

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		<b>SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN)</b>			<b>980,000.00</b>
*****	*****	*****	*****	*****	*****

Requisitioning Officer

Signature:

Printed Name:

**VADM RENE V MEDINA AFP (Ret)**

Designation

Executive Director  
STCW Office

Purpose:

To be used by the Division of STCW Office.

CERTIFICATION



FUNDS AVAILABLE



NO FUNDS AVAILABLE

**RALPH A. NARVAEZ**

Chief, Budget Division

☐ Approved

☐ Disapproved

PR Approver

Signature:

Printed Name:

**VADM ROBERT A EMPEDRAD AFP (Ret)**

Designation

Administrator

Note:



## 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]*