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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	8241310
Procuring Entity	MARITIME INDUSTRY AUTHORITY (MARINA)
Title	SUPPLY,DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER(LEASE TO OWN)- 5th Posting
Area of Delivery	Metro Manila

Solicitation Number:	2021-07-306	**Status**	**Pending**
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	**Associated Components**	1
Classification:	Goods		
Category:	Information Technology	**Bid Supplements**	0
Approved Budget for the Contract:	PHP 980,000.00		
Delivery Period:	30 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**	27/11/2021
		Last Updated / Time	26/11/2021 16:24 PM
		Closing Date / Time	01/12/2021 13:00 PM

Description

SUPPLY,DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER(LEASE TO OWN)- 5th Posting

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	26/11/2021

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REQUEST FOR QUOTATION

The Maritime Industry Authority (MARINA) – Bids and Awards Committee (BAC), will undertake a Small Value Procurement of **SUPPLY,DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER(LEASE TO OWN)- 5th Posting**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 (01 December 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 has at least 2 experience in supplying computer hardware within the last three (3) years and should submit atleast two (2) Client Satisfactory Certificates.**

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 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 REGISTATION 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 SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER(LEASE TO OWN)- 5th Posting						
Item No.	**Unit**	**Specification**	**Qty**	**Unit Cost**	**Total Cost**	**The Supplier Statement of Compliance**
DELIVERABLES						
1	PCS	LAPTOP COMPUTER	20			
TECHNICAL SPECIFICATIONS						
Processor		Intel Core i5- Atleast10th Generation Processor				
Graphics		Intel Graphics				
Display		Atleast 14 inches				
Memory		8GB DDR4				
Storage		500 GB HDD or 128GB SSD				
Interfaces		3 x USB Drive 1 x HDMI				
Audio		Built In Speaker Audio Microphone Headphone jack				
Camera		Built In WebCam				
Wi-Fi		Dual-band 802.11ac Wi-Fi				
Bluetooth		Bluetooth				
Battery & Power		6 to 8 hours battery life				
Operating System (OS)		Windows 10 Home				
Office		MS Office Home and Business 2019				
Inclusions		Power adapter, AC wall plug and Power cord Laptop Bag				
Other requirements		The Vendor is responsible for the installation of the OS and MS Office				
WARRANTY AND AFTER-SALES SUPPORT						
One (1) Year on parts and Service						
TERMS OF LEASE AND TURN OVER OF EQUIPMENT						
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.						
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.						

**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 SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER(LEASE TO OWN)- 5th Posting				
Item No.	**Specification**	**Qty**	**Unit**	**Delivery Schedule****
DELIVERABLES				**Thirty (30) Calendar Days upon Receipt of Purchase Order.**
1	LAPTOP COMPUTER	20	PCS	
TECHNICAL SPECIFICATIONS				
Processor	Intel Core i5- Atleast10th Generation Processor			
Graphics	Intel Graphics			
Display	Atleast 14 inches			
Memory	8GB DDR4			
Storage	500 GB HDD or 128GB SSD			
Interfaces	3 x USB Drive 1 x HDMI			
Audio	Built In Speaker Audio Microphone Headphone jack			
Camera	Built In WebCam			
Wi-Fi	Dual-band 802.11ac Wi-Fi			
Bluetooth	Bluetooth			
Battery & Power	6 to 8 hours battery life			
Operating System (OS)	Windows 10 Home			
Office	MS Office Home and Business 2019			
Inclusions	Power adapter, AC wall plug and Power cord Laptop Bag			
Other requirements	The Vendor is responsible for the installation of the OS and MS Office			
WARRANTY AND AFTER-SALES SUPPORT				
One (1) Year on parts and Service				
TERMS OF LEASE AND TURN OVER OF EQUIPMENT				
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.				
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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 SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER(LEASE TO OWN)-5th Posting	
Approved Budget for the Contract (ABC)	**Total Offered Quotation**
Nine Hundred EightyThousand Pesos. (Php980,000.00)	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

TERMS OF REFERENCE

SUPPLY, DELVERY, 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 tothe same public bidding and to the processes prescribed under the Actand 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

V. Technical Specifications

Processor	Intel Core i5- Atleast 10th Generation Processor
Graphics	Intel Graphics
Display	Atleast 14 inches
Memory	8GB DDR4
Storage	500GB HDD or 128GB SSD
Interfaces	3 x USB Drive 1 x HDMI
Audio	Built In Speaker Audio Microphone Headphone jack
Camera	Built In Webcam
Wi-Fi	Dual-band 802.11ac Wi-Fi
Bluetooth	Bluetooth
Battery & Power	6 to 8 hours battery life
Operating System	Windows 10 Home
Office	MS Office Home and Business 2019
Inclusions	Power adapter, AC wall plug and Power cord Laptop Bag
Other requirements	The Vendor is responsible for the installation of the OS and MS Office

ASD NO.: 13-00
Initial Issue Date: 09-08-2017
Revision Date: 00

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office: STCW OFFICE
Division/Section: ICTMD
Date Request: July 14, 2021

PR No. : 2021-07-306
SAI No. : 30 JULY 2021

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

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]