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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8164496
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN) – 4th 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	09/11/2021
		Last Updated / Time	08/11/2021 13:14 PM
		Closing Date / Time	12/11/2021 13:00 PM
Description SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN) – 4th 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 08/11/2021

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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) – 4th 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 (12 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.

Qualification of the supplier: The supplier must be **legally registered** and **has at least two (2) experience in supplying computer hardware within the last three (3) years.**

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.

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

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 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.

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:

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN) – 4th 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-atleast 10 th Generation Processor					
Graphics	Intel Graphics					
Display	Atleast 14 inches					
Memory	8GB DDR4					
Storage	512GB SSD or 128 SSD					
Interfaces	<ul style="list-style-type: none"> - 3 x USB Drive - 1xHDMI 					
Audio	<ul style="list-style-type: none"> - Built In Speaker Audio - Microphone - Headphonejack 					
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					

Signature over Printed Name

Position/Designation

Other requirements	Vendor is responsible for the installation of the Office Productivity to the purchased hardware. Marina logo upon system boot up.	
WARRANTY AND AFTER-SALES SUPPORT		
For Computing Devices	<ul style="list-style-type: none"> - 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 item within next business day from verbal/written notification. 	
For Peripheral devices	<ul style="list-style-type: none"> - One(1) year on parts, labor - On-site support shall be provided for the delivered item within next business day from verbal/written notification. 	
Provision of Service Units	<ul style="list-style-type: none"> - 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. 	
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.		
UNIT COST		TOTAL COST

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

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN) – 4th Posting	
	SUPPLIER'S STATEMENT OF COMPLIANCE
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 referenc.	

Signature over Printed Name

Position/Designation

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) – 4 th 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-atleast 10 th Generation Processor				
Graphics	Intel Graphics				
Display	At least 14 inches				
Memory	8GB 2666 DDR4				
Storage	512GB SSD or 128 SSD				
Interfaces	<ul style="list-style-type: none">- 3 x USB Drive- 1 x HDMI				
Audio	<ul style="list-style-type: none">- Built In SpeakerAudio- 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)	Windows10 Home				
Office	MS Office Home and Business 2019				
Inclusions	Power adapter, AC wall plug and Power cord Laptop Bag				
Other requirements	Vendor is responsible for the installation of the Office Productivity to the purchased hardware. Marina logo upon system boot up.				
WARRANTY AND AFTER-SALES SUPPORT					
For Computing Devices	<ul style="list-style-type: none">- 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.				
For Peripheral devices	<ul style="list-style-type: none">- One (1) year on parts, labor- On-site support shall be provided for the delivered items within next business day from verbal/ written notification.				
Provision of Service Units	<ul style="list-style-type: none">- 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.				
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.					

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.

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF LAPTOP COMPUTER (LEASE TO OWN) – 4th Posting	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Nine Hundred Eighty Thousand Pesos. (Php980,000.00)	<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

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, 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
-----------------	----

V. Technical Specifications

Processor	Intel Core i5- Atleast 10 th Generation Processor✓
Graphics	Intel Graphics✓
Display	Atleast 14 inches✓
Memory	8GB DDR4✓
Storage	512GB SSD 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	Vendor is responsible for the installation of the Office Productivity to the purchased hardware. 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 atleast two (2) experience in supplying computer hardware within the last three (3) years and should submit atleast two (2) Client Satisfactory Certificates.✓

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.

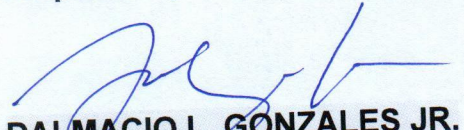
IX. Payment

- 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.

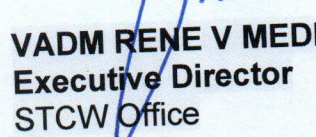
X. Terms of Lease and Turn Over of Equipment

- 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 3 – November 2, 2021



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:

Designation

VADM RENE V MEDINA AFP (Ret)

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:

Designation

VADM ROBERT A EMPEDRAD AFP (Ret)

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]