



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8492446

Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)

Title PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE (PMS) PROVIDER OF THE X-RAY BAGGAGE SCANNER AND WALK THROUGH SCANNER/ METAL DETECTOR AT THE MARINA CENTRAL OFFICE

Area of Delivery Metro Manila

Solicitation Number:	2022-02-098	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	Security Surveillance and Detection Equipment	Bid Supplements	0
Approved Budget for the Contract:	PHP 180,000.00		
Delivery Period:	10 Month/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 bacsec@mail.marina.gov.ph	Date Published	04/03/2022
		Last Updated / Time	03/03/2022 19:21 PM
		Closing Date / Time	09/03/2022 13:00 PM
Description PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE (PMS) PROVIDER OF THE X-RAY BAGGAGE SCANNER AND WALK THROUGH SCANNER/ METAL DETECTOR AT THE MARINA CENTRAL OFFICE Please see attached file. You may visit our website at marina.gov.ph (under transparency tab) Other Information Only original RFQ with fresh signature is acceptable by BAC. RFQ with price quotation and bears fresh signature must be received by the BAC before closing date & time. RFQ submitted after closing date & time is automatically disqualified.			

Created by VADM Rene V. Medina AFP (Ret)

Date Created 03/03/2022

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Republic of the Philippines
DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN Number : _____

PhilGEPS Registration Number (required) : _____

Name of Representative & Designation : _____

The **Management Financial and Administrative Service (MFAS)** through its Bids and Awards Committee (BAC), intends to **PROCURE PREVENTIVE MAINTENANCE SERVICE (PMS) PROVIDER OF THE X-RAY BAGGAGE SCANNER AND WALK THROUGH SCANNER/ METAL DETECTOR AT THE MARINA CENTRAL OFFICE** for CY 2022 in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Eighty Thousand pesos (P180,000)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s 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 your representative **not later than 09 of March 2022** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **2022 Business/Mayor's Permit¹**, **PhilGEPS Registration Number**, **Omnibus Sworn Statement²** and **Latest Income Tax Return³** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Mira Daguio or Ms. Maricel Cabailo at telephone no. **(+632) 8524-6518**.

(Sgd.)
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

³ Manually filed tax returns or filed through the EFPS

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila

(+632) 8524-6518 | marina.gov.ph | 2021marinabac@gmail.com

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. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **"0"** if item being offered is for free.

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:

SCOPE OF WORK

Scope of Work Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<p>The Contractor shall have to perform the following activities:</p> <ol style="list-style-type: none"> a. The Contractor shall be required to conduct monthly preventive maintenance service of the X-RAY BAGGAGE SCANNER MACHINE and WALK-THROUGH SCANNER/ METAL DETECTOR installed in the MARINA Central Office building. b. The Contractor shall maintain and repair the software/program, systematically examine, clean, lubricate, adjust, apply rust protective paint and repair/replace parts of the machines specified above. Replacement of parts (if any) may be chargeable to MARINA subject to its approval; c. The Contractor shall supply and have on standby technician tools, gadgets and equipment necessary to carry its duties and responsibilities. d. The Contractor shall have available, for timely delivery and installation, sufficient access to spare parts for the repair of X-RAY BAGGAGE SCANNER MACHINE and WALK THROUGH SCANNER/ METAL DETECTOR. 			

<p>e. The Contractor shall respond immediately or within twenty-four (24) hours to MARINA's report of any X-RAY BAGGAGE SCANNER MACHINE and WALK THROUGH SCANNER/ METAL DETECTOR malfunction or inoperability without additional charge.</p> <p>f. The Contractor shall not make any changes or alterations to the existing software program, mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without prior consent of MARINA.</p> <p>g. Both the Contractor and the MARINA shall not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.</p> <p>h. Maintenance records shall include repair work performed, preventive maintenance activity, spare parts utilized and any modifications to the equipment, whether charged to MARINA or not, and/or emergency services.</p>			
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**The above quoted prices are inclusive of all costs and applicable taxes.*

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

C O N T R A C T T E R M

PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE (PMS) PROVIDER OF THE X-RAY BAGGAGE SCANNER AND WALK THROUGH SCANNER/ METAL DETECTOR AT THE MARINA CENTRAL OFFICE		
Description	Term of Service Agreement	Bidders Statement of Compliance in Contract Term
CONTRACT TERM a. The term of the Service Agreement shall be for one (1) year or from March to December 2022 effective upon receipt of the Notice to Proceed by winning bidder. b. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if in its judgment, the service being rendered is substandard and/or unsatisfactory. c. The service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria, which shall include, among others: (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports.	The term of the Service Agreement shall be for March to December 2022 effective upon receipt of the Notice to Proceed by winning contractor.	

S E R V I C E S C H E D U L E

PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE (PMS) PROVIDER OF THE X-RAY BAGGAGE SCANNER AND WALK THROUGH SCANNER/ METAL DETECTOR AT THE MARINA CENTRAL OFFICE		
Description	Term of Service Agreement	Bidders Statement of Compliance in Service Schedule
SERVICE SCHEDULE Regular or the monthly Preventive Maintenance Service shall be scheduled every last week of the month, based on the agreed day and time of the undertaking from Monday to Friday from 8:00 a.m. to 5:00 p.m.	March to December 2022	

Signature over Printed Name

Position/Designation

**R E Q U I R E M E N T S A N D D O C U M E N T S T O B E
S U B M I T T E D**

PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE (PMS) PROVIDER OF THE X-RAY BAGGAGE SCANNER AND WALK THROUGH SCANNER/ METAL DETECTOR AT THE MARINA CENTRAL OFFICE	
REQUIREMENTS AND DOCUMENTS	Bidders Statement of Compliance in Requirements.
Prospective bidders shall acquire/submit the following requirements/documents stated below: a. Price Quotation b. Valid PhilGEPS Registration c. Updated Business/Mayor's Permit d. Tax Clearance e. A written undertaking that they will exercise sufficient supervision and that they have, qualified service technician personnel, equipment and materials to address all of MARINA's issues/concerns effectively. Documents indicating the name and designation of their technicians to be submitted to MARINA. f. Omnibus Sworn Statement	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

F I N A N C I A L O F F E R

PROCURE PREVENTIVE MAINTENANCE SERVICE (PMS) PROVIDER OF THE X-RAY BAGGAGE SCANNER AND WALK THROUGH SCANNER/ METAL DETECTOR AT THE MARINA CENTRAL OFFICE

Approved Budget for the Contract (ABC)	Total Offered Quotation
<i>One Hundred Eighty Thousand pesos (P180,000).</i>	<div>In words: _____ _____ _____ _____ In figures: _____ _____ _____ _____</div>

Terms of Payment:

Payment shall be made within thirty (30) calendar days after issuance of Billing Statement to MARINA complete with supporting documents.

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. Suppliers shall provide correct and accurate information required in this form.
2. ***Only original RFQ with fresh signature is acceptable. All submission in response to this RFQ shall be in hard copy only. Softcopies will not be entertained.***
3. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. *RFQ with price quotation and bears fresh signature must be received by the MARINA-BAC before closing date & time.*
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. *RFQ Submitted after closing date & time is automatically disqualified.*
8. 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.
9. 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.
10. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
11. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. In case two or more Suppliers 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.
13. **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 supplier's account.**
14. 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)

PROCUREMENT OF THE PREVENTIVE MAINTENANCE SERVICE (PMS) PROVIDER OF THE X-RAY BAGGAGE SCANNER and WALK THROUGH SCANNER/METAL DETECTOR AT THE MARINA CENTRAL OFFICE BUILDING

1. RATIONALE

The Maritime Industry Authority (MARINA), a government agency under Department of Transportation (DOTr) established pursuant to Presidential Decree (PD) no. 474 (1974) wishes to invite Contractors to provide monthly Preventive Maintenance Service (PMS) for the year 2022 of the X-RAY BAGGAGE SCANNER MACHINE and WALK THROUGH SCANNER/ METAL DETECTOR installed at the MARINA Central Office building.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract for this project procurement is **One Hundred Eighty Thousand Pesos (P 180,000.00) for the year 2022 payable on a monthly basis** inclusive of all applicable national and local taxes.

3. OBJECTIVES

To ensure that the X-RAY BAGGAGE SCANNER MACHINE and WALK-THROUGH SCANNER/ METAL DETECTOR installed in the MARINA Central Office are working and operating in good condition for the security of all employees, officials and stakeholders occupying/utilizing the building.

4. SCOPE OF WORK

The Contractor shall have to perform the following activities:

- a. The Contractor shall be required to conduct monthly preventive maintenance service of the X-RAY BAGGAGE SCANNER MACHINE and WALK-THROUGH SCANNER/ METAL DETECTOR installed in the MARINA Central Office building.
- b. The Contractor shall maintain and repair the software/program, systematically examine, clean, lubricate, adjust, apply rust protective paint and repair/replace parts of the machines specified above. Replacement of parts (if any) may be chargeable to MARINA subject to its approval;
- c. The Contractor shall supply and have on standby technician tools, gadgets and equipment necessary to carry its duties and responsibilities.
- d. The Contractor shall have available, for timely delivery and installation, sufficient access to spare parts for the repair of X-RAY BAGGAGE SCANNER MACHINE and WALK THROUGH SCANNER/ METAL DETECTOR.

- e. The Contractor shall respond immediately or within twenty-four (24) hours to MARINA's report of any X-RAY BAGGAGE SCANNER MACHINE and WALK THROUGH SCANNER/ METAL DETECTOR malfunction or inoperability without additional charge.
- f. The Contractor shall not make any changes or alterations to the existing software program, mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without prior consent of MARINA.
- g. Both The Contractor and the MARINA shall not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.
- h. Maintenance records shall include repair work performed, preventive maintenance activity, spare parts utilized and any modifications to the equipment, whether charged to MARINA or not, and/or emergency services.

5. CONTRACT TERM

- a. The term of the Service Agreement shall be for March to December 2022 effective upon receipt of the Notice to Proceed by winning bidder.
- b. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if in its judgment, the service being rendered is substandard and/or unsatisfactory.
- c. The service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria, which shall include, among others: (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports.

6. SERVICE SCHEDULE

Regular or the monthly Preventive Maintenance Service shall be scheduled every last week of the month, based on the agreed day and time of the undertaking from Monday to Friday from 8:00 a.m. to 5:00 p.m.

7. MARINA REQUIREMENTS and DOCUMENTS TO BE SUBMITTED

Prospective bidders shall acquire/submit the following requirements/documents stated below:

- a. Price Quotation
- b. Valid PhilGEPS Registration
- c. Updated Business/Mayor's Permit
- d. Tax Clearance
- e. A written undertaking that they will exercise sufficient supervision and that they have, qualified service technician personnel, equipment and materials to

address all of MARINA's issues/concerns effectively. Documents indicating the name and designation of their technicians to be submitted to MARINA.

8. PAYMENT TERM


Payment shall be made within thirty (30) calendar days after issuance of Billing Statement to MARINA complete with supporting documents.

Prepared by:



VIEN CONSTANTINE C. MESINA
Sr. MIDS/Building Supervisor

Noted by:



RODOLFO R. DIAWA
Chief, GSD-MFAS

Approved by:



ATTY. SHARON L. DE CHAVEZ-ALEDO
TWG-Heads/Goods



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office: MFAS Division/Section: GSD		PR No.: 2022-02-098 SAI No.: FEB 22 2022			
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1		Procurement of Preventive Maintenance Service (PMS) provider of X-RAY Baggage Scanner and walk through scanner/metal detector at the MARINA Central Office building.		180,000.00	180,000.00
		For the period: March to December 2022			
		NOTE: INCLUDED IN THE APP FOR NON-CGE FY 2022 (PAGE 1)			
					180,000.00
Signature:		Requisitioning Officer			
Printed Name:		RODOLFO R. DIAWA			
Designation:		CHIEF, GSD-MFAS			
Purpose		For the official use of MARINA Central Office			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		ATTY. MARIVIC S. RAMOS Chief, Budget Division			
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
Signature:		VADM ROBERT A EMPEDRAD AFP (Ret) Administrator			
Printed Name:					
Designation:		2/22/22			
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]