



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8631069  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** PROCURE OF COURIER SERVICE - 3rd POSTING  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2022-03-137	<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 - General Support Services		
<b>Category:</b>	Mail and Cargo Transport Services	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b>	PHP 700,000.00		
<b>Delivery Period:</b>	1 Year/s	<b>Document Request List</b>	0
<b>Client Agency:</b>			
<b>Contact Person:</b>	DIR. ARSENIO F. LINGAD II 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@marina.gov.ph	<b>Date Published</b>	28/04/2022
		<b>Last Updated / Time</b>	27/04/2022 11:07 AM
		<b>Closing Date / Time</b>	02/05/2022 13:00 PM

#### Description

PROCURE OF COURIER SERVICE - 3rd POSTING

Please see attached file.

You may visit our website at [marina.gov.ph](http://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** DIR. ARSENIO F. LINGAD II

**Date Created** 27/04/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



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 OF COURIER SERVICE – 3<sup>rd</sup> POSTING** for the Year 2022 to 2023 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 **Seven Hundred Thousand pesos (P700,000.00)**. 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 01 of May 2022, 01:00 PM** at the MARINA BAC Office located at 10<sup>th</sup> Floor MARINA Building, Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

A copy of your **2022 Business/Mayor's Permit<sup>1</sup>**, **PhilGEPS Registration Number**, **Omnibus Sworn Statement<sup>2</sup>** and **Latest Income Tax Return<sup>3</sup>** 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

<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

<sup>3</sup> 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:

***S P E C I F I C   S C O P E   O F   S E R V I C E***

<b>PROCUREMENT OF COURIER SERVICE - 3rd POSTING</b>			
<b>Scope of Service Description</b>	<b>Supplier's Statement of Compliance</b>	<b>Unit Cost (Vat Inclusive)</b>	<b>Total Cost (Vat Inclusive)</b>
<ul style="list-style-type: none"><li>• Daily pick-up of cargoes and documents/printed matter from the MARINA Central Office or as the need arises.</li><li>• Delivery to the addressee of MARINA's cargoes, documents and other printed matter, reckoned from the date of pick-up within three (3) working days.</li><li>• In instances where the addressee/s cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the Service Provider, the latter shall pursue the delivery until three (3) attempts.</li><li>• Release of MARINA mail shall be made only to the addressee or authorized representative, and only upon presentation and verification by the Service Provider of the authenticity of the identification card/s presented by the addressee or authorized representative.</li><li>• Return to MARINA all unclaimed cargoes and mails containing MARINA documents and other printed matter within five (5) working days from dispatch.</li><li>• Submit to MARINA within thirty (30) calendar days, reckoned from dispatch the following:<ul style="list-style-type: none"><li>a. Delivery Status Report and Delivery Receipt duly acknowledged by the addressee or his/her authorized representative with the signature over his/her printed name as proof the addressee has received the cargo, document/printed matter.</li><li>b. Other reports and relevant documents as may be requested by MARINA</li><li>c. Billing/Statement of Account.</li></ul></li></ul>			

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

## **MINIMUM QUALIFICATION**

<b>PROCUREMENT OF COURIER SERVICE - 3rd POSTING</b>		
Description	Duration of the Engagement	Bidders Statement of Compliance in Delivery Date
<ul style="list-style-type: none"><li>With wide-range delivery network for local and international destinations.</li><li>With online document tracking system for easy verification of status of delivery</li><li>Must be willing to give a credit line for them to be able to transact with MARINA</li></ul>	<b>The contract shall be for a period of one (1) year and shall commence immediately upon signing of the contract on March 2022 to Feb. 2023.</b>	

## **CONFIDENTIALITY OF AGREEMENT**

<b>PROCUREMENT OF COURIER SERVICE - 3rd POSTING</b>		
Description	Confidentiality of Agreement	Bidders Statement of Compliance in Delivery Date
<b>COURIER SERVICE</b>	The winning bidder shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon receipt of Notice of Award	

\_\_\_\_\_  
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***

**PROCUREMENT OF COURIER SERVICE**

Approved Budget for the Contract (ABC)	Total Offered Quotation
<b><i>Seven Hundred Thousand pesos (P700,000).</i></b>	In words: _____ _____ _____ _____  In figures: _____ _____ _____ _____

**Terms of Payment:**

Payment shall be made in check by MARINA within thirty (30) calendar days from receipt of billing statement.

**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 FOR THE AVAILMENT OF COURIER SERVICE**

### **OBJECTIVE OF THE ENGAGEMENT**

- To ensure fast and efficient, timely and secure delivery of official, sensitive and valuable documents and other printed matter to clients of MARINA.
- To be able to track documents delivered to nationwide and internationally immediately.

### **SPECIFIC SCOPE OF SERVICES**

- Daily pick-up of cargoes and documents/printed matter from the MARINA Central Office or as the need arises.
  - Delivery to the addressee of MARINA's cargoes, documents and other printed matter, reckoned from the date of pick-up within three (3) working days.
  - In instances where the addressee/s cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the Service Provider, the latter shall pursue the delivery until three (3) attempts.
  - Release of MARINA mail shall be made only to the addressee or authorized representative, and only upon presentation and verification by the Service Provider of the authenticity of the identification card/s presented by the addressee or authorized representative.
  - Return to MARINA all unclaimed cargoes and mails containing MARINA documents and other printed matter within five (5) working days from dispatch.
  - Submit to MARINA within thirty (30) calendar days, reckoned from dispatch the following:
    - a. Delivery Status Report and Delivery Receipt duly acknowledged by the addressee or his/her authorized representative with the signature over his/her printed name as proof the addressee has received the cargo, document/printed matter.
    - b. Other reports and relevant documents as may be requested by MARINA
    - c. Billing/Statement of Account.
- 



#### MINIMUM QUALIFICATIONS

- With wide-range delivery network for local and international destinations.
- With online document tracking system for easy verification of status of delivery
- Must be willing to give a credit line for them to be able to transact with MARINA

#### DURATION OF THE ENGAGEMENT

The contract shall be for a period of one (1) year and shall commence immediately upon signing of the contract on March 2022 to Feb. 2023.

#### ALLOCATED BUDGET

A budget of Seven Hundred Thousand pesos (P700,000) is appropriated for the agreement.

#### TERMS AND MANNER OF PAYMENT

Payment shall be made in check by MARINA within thirty (30) calendar days from receipt of billing statement.

#### CONFIDENTIALITY OF AGREEMENT

The winning bidder shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon receipt of Notice of Award.


Prepared by:

  
**THEODORE F. FALLARME**  
Chief, Records Section

Noted by:

  
**RODOLFO D. DIAWA**  
Chief Administrative Officer  
General Services Division

Approved by:

  
**ATTY. SHARON DE CHAVEZ- ALEDO**  
TWG Head (Goods and Services)

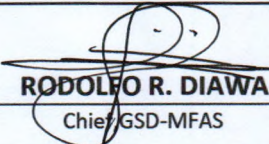

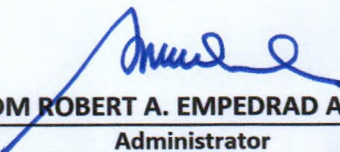




## PURCHASE REQUEST

7130  
MAR 09 2022

PR214

Office: <b>MFAS</b>		Division/Section: <b>General Services Division/Records Section</b>		PR No. <u>2022-03-137</u>		SAI No.: <u>MAR 08 2022</u>	
Item No.	Unit	Item Description	QUANTITY	Unit cost	Total Cost		
		<b>FOR THE BUDGET OF COURIER SERVICE FOR CY 2022</b>			700,000.00		
		<b>NOTE: INCLUDED IN THE APP FOR NON-USE FY 2022</b>					
<b>Requisitioning Officer</b>							
Signature: 							
Printed Name: <u><b>RODOLFO R. DIAWA</b></u>							
Designation: <u>Chief GSD-MFAS</u>							
Purpose: <u>FOR THE BUDGET OF COURIER SERVICE FOR CY 2022</u>							
<b>CERTIFICATION</b>							
<input type="checkbox"/> FUNDS AVAILABLE							
<input type="checkbox"/> NO FUNDS AVAILABLE							
 <b>ATTY. MARIVIC RAMOS</b> Chief, BUDGET							
<div style="display: flex; justify-content: space-around;"><div><input checked="" type="checkbox"/> Approved</div><div><input type="checkbox"/> Disapproved</div></div>							
Signature: 							
Printed Name: <u><b>VADM ROBERT A. EMPEDRAD AFT (Ret)</b></u>							
Designation: <u>Administrator</u> <span style="float: right;"><u>MAR 9/22</u></span>							
Note: Please indicate specific purpose other that "for official use of the office." (e.g. monthly regular supplies, as per PP. 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]*