



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to procure **Two (2) Units Desktop Computer and Two (2) Units 60 Inches Monitor** in accordance with Section 53.9 (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 Ninety-Eight Pesos (P198,000.00)**. 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 31 December 2023** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **Business/Mayor's Permit, PhilGEPS Registration, Notarized Omnibus Sworn Statement, and Proof of Qualification of the Supplier** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at **bacsec@marina.gov.ph**


ATTY. SHARON L. DE CHAVEZ-ALEDO
BAC Chairperson

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:

Item No.	Description/Technical Specifications	Supplier's Statement of Compliance	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
Lot 1	Two (2) Units Desktop Computer and Two (2) Units 60 Inches Monitor			
	Technical Specifications: Desktop Computer			
	Form Factor	Small Form Factor		
	Processor	Intel Core i5 – At least 10th Generation Processor (12M Cache, up to 4.7 GHz)		
	Graphics	Integrated, Intel UHD Graphics		
	Hard Disk	At least 256GB SSD		
	Memory	8GB DDR4		
	Keyboard/Mouse	<input type="checkbox"/> USB Keyboard <input type="checkbox"/> USB Optical Mouse		
	Ports	<input type="checkbox"/> At least 2 USB 3.2 Gen 1 <input type="checkbox"/> 1x headphone/microphone combo jack (3.5mm) <input type="checkbox"/> 1x microphone (3.5mm) <input type="checkbox"/> At least 2x USB 2.0 <input type="checkbox"/> 1x VGA <input type="checkbox"/> 1x HDMI 1.4 <input type="checkbox"/> 1x Ethernet (RJ-45) <input type="checkbox"/> 1x power connector		
	Operating System(OS)	<input type="checkbox"/> Windows 10 Professional 64-Bit or the latest version. <input type="checkbox"/> Must have recovery capability in a separate partition. <input type="checkbox"/> Must provide recovery CD/DVD (Operating System)		
	Office	Windows Home and Business		
	Display (Monitor)	At least 21 inches' LED monitor (should be of the same brand.)		
	Uninterrupted Power Supply	At least 650 VA Uninterrupted Power Supply		
Other Requirements	<input type="checkbox"/> Installation of Office Productivity and Format hard disk in the manner of 40% for the system disk and 60% data disk <input type="checkbox"/> Training session for IT personnel			

Compatibility and General Requirements	All components should be of the same brand.			
Technical Specifications: Monitor				
Screen Size (Diagonal)	60"			
Resolution	3840 x 2160			
LED Backlight System (Edge / Direct)	Direct LED			
HDR	Yes			
Audio				
Output Power	10W + 10W			
Surround	Original Surround			
Connectivity				
Video in	AV-in x 1			
HDMI	HDMI x 4			
Digital Audio Output	Digital Audio Output x 1			
Headphone	Headphone x 1			
USB	USB x 2			

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as week/months stipulates hereafter a delivery date, which is the date to the project site.

Item No.	Description	Delivery Schedule	Supplier's Statement of Compliance
	Two (2) Units Desktop Computer and Two (2) Units 60 Inches Monitor	Within thirty (30) days upon Receipt of Purchase Order/ Notice to Proceed.	
	a. Valid Business/Mayor's Permit b. Valid PhilGEPS Registration c. Notarized Omnibus Sworn Statement (with SPA or Secretary Certificate, whichever is applicable) d. Proof of Qualification of the Supplier <ul style="list-style-type: none">• The bidder must have at least two (2) years of experience in the supply, delivery, and installation of computer hardware.• At least two (2) similar projects in supply, delivery, and installation of computer hardware within the last two (2) years. This should be vouched by a Certificate of Completion and Client Satisfactory Certificate.	Required to be submitted along with your signed quotation/proposal	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
<p>One Hundred Ninety-Eight Thousand Pesos</p> <p>(P198,000.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p>

Terms of Payment:	Payment shall be made thirty (30) days upon the receipt of the Billing Statement and on a Bank-to-Bank basis. In case of Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, or other Commercial Banks, the applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.
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, denominated in Philippine peso, shall include all taxes, duties and/or other charges payable relative to the items described in the RFQ.
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 supplier'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



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE

FOR THE PROCUREMENT OF TWO (2) UNITS DESKTOP COMPUTER AND TWO (2) UNITS 60 INCHES MONITOR

I. INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation (DOTr), through its Bids and Awards Committee (BAC), wishes to invite prospective bidders for the procurement of Desktop Computers:

II. LEGAL BASIS

Memorandum Circular No. SC-2021-08:

Section 20. Physical Resources

1.b. Classrooms shall be equipped with... a CCTV with an audio-video provision. The institution shall ensure that the CCTV is appropriately positioned that it shall cover all areas of the classroom and ascertain that the instructor/s and students are recognizable. The CCTV shall be connected continuously during the conduct of training/assessment to the internet for monitoring by the Administration in real-time. Any interruption or technical problem with the CCTV system shall be immediately reported to the Administration in writing. Violations thereof may result in a punitive sanction and/or the institution will be subjected to a surveillance activity.

1.c. IP-based CCTV cameras of at least two (2) megapixels shall likewise be available at the practical site covering all areas of exercises and conduct of assessments (theoretical and practical).

III. PURPOSE/UTILIZATION

The equipment/devices to be procured will be used in doing actual remote surveillance on all MTIs while they are conducting their classes/assessments. The SD will be accessing the CCTVs of the different MTIs using the usernames and passwords supplied by the MTIs.

The realization of this initiative will enhance the Surveillance capabilities of the Office as it will be able to cover a wider coverage simultaneously.

IV. DELIVERABLES

Desktop Computer	2
"60" Monitor	2

V. TECHNICAL SPECIFICATIONS

1. Desktop Computer

Form Factor	Small Form Factor
Processor	Intel Core i5 – At least 10th Generation Processor (12M Cache, up to 4.7 GHz)
Graphics	Integrated, Intel UHD Graphics
Hard Disk	At least 256GB SSD
Memory	8GB DDR4
Keyboard/Mouse	<ul style="list-style-type: none"> • USB Keyboard • USB Optical Mouse
Ports	<ul style="list-style-type: none"> • At least 2 USB 3.2 Gen 1 • 1x headphone/microphone combo jack (3.5mm) • 1x microphone (3.5mm) • At least 2x USB 2.0 • 1x VGA • 1x HDMI 1.4 • 1x Ethernet (RJ-45) • 1x power connector
Operating System (OS)	<ul style="list-style-type: none"> • Windows 10 Professional 64-Bit or the latest version. • Must have recovery capability in a separate partition. • Must provide recovery CD/DVD (Operating System)
Office	Windows Home and Business
Display (Monitor)	At least 21 inches' LED monitor (should be of the same brand.)
Uninterrupted Power Supply	At least 650 VA Uninterrupted Power Supply
Other Requirements	<ul style="list-style-type: none"> • Installation of Office Productivity and Format hard disk in the manner of 40% for the system disk and 60% data disk • Training session for IT personnel
Compatibility and General Requirements	All components should be of the same brand.

2. Monitor

Screen Size (Diagonal)	"60"
Resolution	3840 x 2160
LED Backlight System (Edge / Direct)	Direct LED
HDR	Yes
Audio	
Output Power	10W + 10W
Surround	Original Surround

Connectivity	
Video In	AV-in x 1
HDMI	HDMI x 4
Digital Audio Output	Digital Audio Output x 1
Headphone	Headphone x 1
USB	USB x 2

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is One Hundred Ninety-Eight Thousand pesos (P198,000.00), inclusive of all applicable taxes or other miscellaneous expenses, and will be charged against the MARINA Central Office funds FY 2023.

VII. QUALIFICATION OF THE SUPPLIER

- The bidder must have at least two (2) years of experience in the supply, delivery, and installation of computer hardware.
- At least two (2) similar projects in supply, delivery, and installation of computer hardware within the last two (2) years. This should be vouched by a Certificate of Completion and Client Satisfactory Certificate.

VIII. Delivery

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

IX. Qualification of the Supplier

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

X. Warranty and After-Sales Support

- One (1) Year on parts and Service


XI. TERMS OF PAYMENT

The payment shall be made within thirty (30) calendar days 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 the supplier. The supplier shall submit bank details together with a billing statement/ invoice for ready reference.

Prepared by:

Recommending Approval:

(Ctrl no. and Subject of DF)




VIRVIC PAUL C. ERESE
Chief, SD, STCWO
End-User



SAMUEL L. BATALLA
Executive Director
STCW Office

Reviewed by:



JOHN E. GUARDAYA
Head, TWG for IT



ATTY. SHARON D. ALLEDO
Chairperson, MARINA BAC

APPROVED / DISAPPROVED:



Atty. **HERNANI N. FABIA**
Administrator

Version 1 – 08 August 2023



MARITIME INDUSTRY AUTHORITY

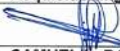
PURCHASE REQUEST

Office: STCWO
 Division/Section: Surveillance Division, STCWO
 Date Request: **23 October 2023**

PR No. 2023-11-506
 SAI No. NOV 0 7 2023

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Un	Desktop Computer Set HP PAV DT TP01- 1127D/Core 15-10400F	2	49,455.00	98,910.00
2	Unit	"60"-inches, 4K UHD, Android TV X4 Revelation	2	49,498.00	98,996.00
TOTAL				197,906.00	P198,000.00

Requisitioning Officer

Signature: 
 Printed Name: **SAMUEL L. BATALLA**
 Designation: **Executive Director, STCW Office**

Purpose: Will be used in doing actual/remote surveillance on all MTIs/ACs

WITH SUPPLEMENTAL TO PPMP
 FY: 2023
MELLANIE BALIN 11/13
 Chief, Accounts & Finance Section

CERTIFICATION

- FUNDS AVAILABLE
- NO FUNDS AVAILABLE


Atty. MARIVIC S. RAMOS
 Chief, Budget Division

- Approved
- Disapproved

PR Approved

Signature: _____
 Printed Name: _____
 Designation: **Atty. HERNANI NUFABIA**
 Administrator

**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)

[shall be submitted with the Bid]

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]