



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 **Standards of Training, Certification and Watchkeeping (STCW)** Office through its Bids and Awards Committee (BAC), intends to **PROCURE DATA FILER AND DATA BOX** for CY 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 **One Hundred Thirty-Three Thousand Pesos only (P133,000.00)** 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 18 April 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 **Updated Business/Mayor's Permit¹** and **PhilGEPS Registration Number and Omnibus Sworn Statement** 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


DIR. ARSENIO F. LINGAD II
BAC Chairperson

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.

²Manually 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.

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. 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 A T I O N S / D E L I V E R A B L E S

PROCUREMENT OF DATA FILER AND DATA BOX						
No.	Item Description	Quantity	Unit	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	1. Customized Data Filer (Green), chipboard, Legal, (with QMD Logo)	200	PIECE			
	2. Customized Data Box (Green), chipboard, with cover, Legal, (with QMD Logo)	200	PIECE			
	3. Customized Vertical Folder – Blue (with MARINA Logo and STCWO-FSD)	200	PIECE			
	4. Customized Vertical Folder – Red (with MARINA Logo and STCWO-FSD)	15	PIECE			

**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

Page 2

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

SCHEDULE OF REQUIREMENTS

PROCUREMENT OF DATA FILER AND DATA BOX			
No.	Item Description	Delivery Term	Supplier's Statement of Compliance
1 LOT	1. Customized Data Filer (Green), chipboard, Legal, (with QMD Logo)	Delivery shall be 30 calendar days from the approval of Notice to Proceed (NTP)	
	2. Customized Data Box (Green), chipboard, with cover, Legal, (with QMD Logo)		
	3. Customized Vertical Folder – Blue (with MARINA Logo and STCWO-FSD)		
	4. Customized Vertical Folder – Red (with MARINA Logo and STCWO-FSD)		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

C O N D I T I O N S A N D S U P P L I E R R E S P O N S I B I L I T I E S

PROCUREMENT OF DATA FILER AND DATA BOX		
Item	Description	Bidders Statement of Compliance
1 LOT	<ol style="list-style-type: none"> 1. The prospective supplier shall bid in the above-listed items; 2. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; 3. The winning bidder shall submit actual product or layout as reference for evaluation and approval for procurement; 4. The prospective supplier shall replace the defective items within seven (7) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA-STCWO; and 5. The prospective supplier shall submit the following documents: <ol style="list-style-type: none"> a) Copy of PhilGEPS Registration; b) Mayor's/Business Permit c) Copy of Business / Income Tax Return (ITR) 	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF DATA FILER AND DATA BOX	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p style="text-align: center;">One Hundred Thirty-Three Thousand Pesos only (P133,000.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p>

Terms of Payment:

1. Send Bill Arrangement
2. Within fifteen - thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of the Certificate of Job Completion and Inspection and Acceptance report by the MARINA;
3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
4. The supplier shall provide the bank Account wherein payment will be credited.
5. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

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 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

Page
6



MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF DATA FILER AND DATA BOX IN SUPPORT OF THE STCWO QMD AND FSD RECORD FILING

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), wishes to invite quotations from interested persons and entities for the following:

Contract Package	Description	Qty	Unit	Budget
1 lot	Customized Data Filer (Green), chipboard, Legal, (with QMD logo)	200	pc	P40,000.00
	Customized Data Box (Green), chipboard, with cover, Legal, (with QMD logo)	200	pc	P50,000.00
	Customized Vertical Folder – BLUE (with MARINA logo and STCWO-FSD)	200	pc	P40,000.00
	Customized Vertical Folder- RED (with MARINA logo and STCWO-FSD)	15	pc	P3,000.00

- Please see attached sample design

The procurement of the above-listed items is for the improvement of the organization of documents, making it easier to locate and access documents. As a requirement in ISO 9001, Clause 7.5: Documented Information, all of the important information within a business must be kept organized and controlled.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **One Hundred Thirty-three Thousand Pesos (Php133,000.00) inclusive of all applicable taxes** and is available which will be charged against the MARINA Central Office funds FY 2023.

III. GENERAL SCOPE OF SERVICES

- The prospective supplier shall bid in the above-listed items;
- All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- The winning bidder shall submit actual product or layout as reference for evaluation and approval for procurement; and

- d. The prospective supplier shall replace the defective items, within 7 days upon receipt of the notification of the defect with the same specification at no cost to the MARINA-STCWO;

IV. DOCUMENTARY REQUIREMENTS:

- Copy of PhilGEPS Registration/PHILGEPS Registration Number
- Mayor's/Business Permit
- Omnibus Sworn Statement

V. TERMS OF PAYMENT

- a. Send Bill Arrangement;
- b. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of the Certificate of Job Completion and Acceptance by MARINA;
- c. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- d. The supplier shall provide the bank Account preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

VI. PERIOD OF DELIVERY

Delivery shall be 30 calendar days from the approval of Notice to Proceed.

Contact Person and Details

MS. MARISSA G. ESGUERRA

Officer-In-Charge

Quality Management Division (QMD)

qmdstcw@marina.gov.ph

09365750973/09760230989

Prepared by:


MARISSA G. ESGUERRA

OIC, QMD

STCW Office

Noted by:



SAMUEL L. BATALLA

OIC, Executive Director

STCW Office

Reviewed by:


MADELINE JOANNA F. GALVE

Head, TWG

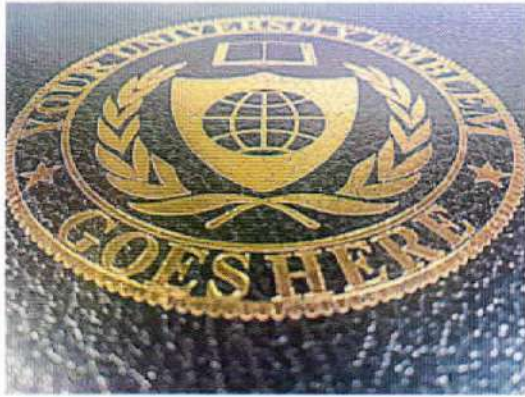

Dir. ARSENIO F. LINGAD

BAC Chairperson

Approved by:

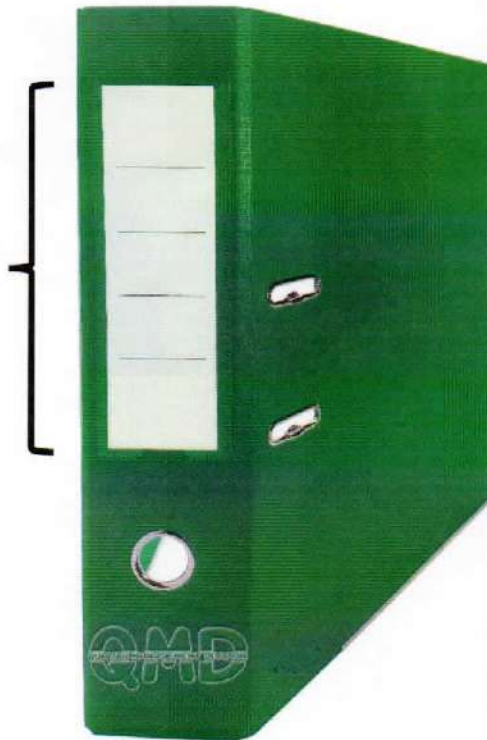

Atty. **HERNANI N. FABIA**
Administrator

SAMPLE OUTPUT



A. Customized Data Filer Lay-out)

Height: 11.03cm
Width: 5.38cm



Quality Management Division

Font Style: BigBoss_Demo

Font Color: Gold

Size:

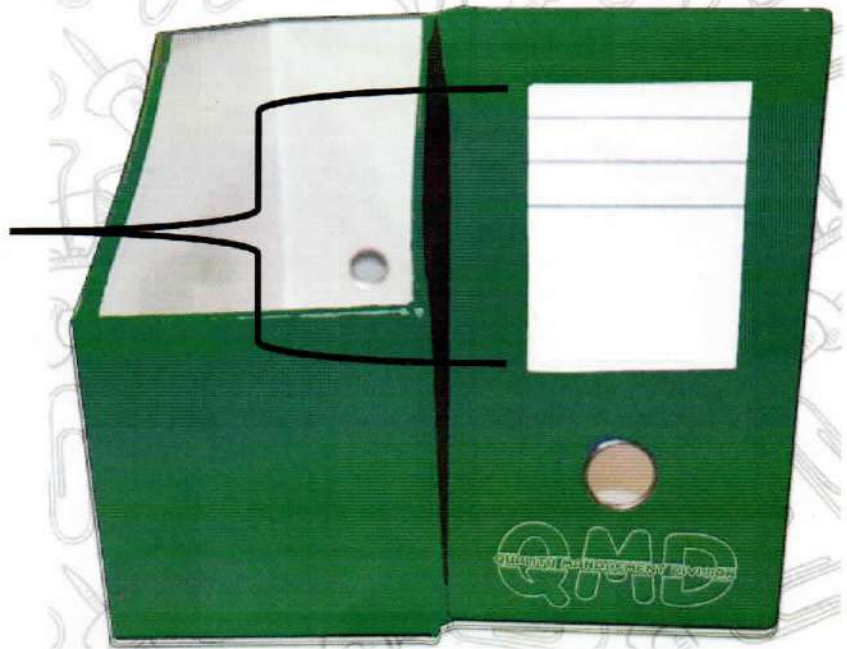
- Height: 6cm

- Width: 2.5cm



B. Customized Data Box

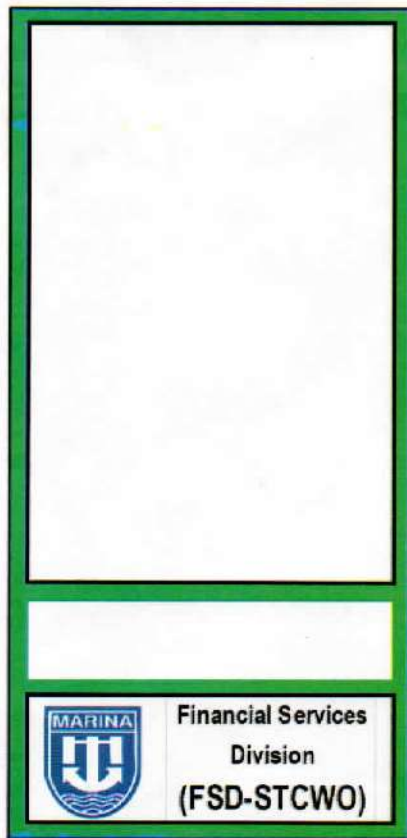
Height: 10cm
Width: 9cm



Quality Management Division

Font Style: BigBoss_Demo
(with spacing between QMD)
Font Color: Gold
Size:
- Height: 6cm





Height: 11.03 cm

Width: 5.38 cm

Financial Services Division

Font Style: Arial Narrow

Font Size: 9.5

(FSD-STCWO)

Font Style: Arial Narrow (BOLD)

Font Size: 13

MARINA LOGO

Height: 1.47 cm

Width: 1.31 cm





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE		PR No. : <u>2023-03-096</u>			
Division/Section: QMD		SAI No. : <u>27 FEB 2023</u>			
Date Request: 07 February 2023					
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc	Customized Data Filer (Green), chipboard, Legal, (with MARINA MARINA logo and STCWO-QMD)	200	P200.00	P40,000.00
2	pc	Customized Data Box (Green), chipboard, with cover, Legal, (with MARINA MARINA logo and STCWO-QMD)	200	250.00	50,000.00
		X-X-X-X-X-X			P90,000.00
<div>INCLUDED IN THE APP FY <u>2023</u> CERTIFIED BY: MELLANIE T. BALIN Chief Administrative Officer</div>					
<div> Requisitioning Officer</div>					
Signature:					
Printed Name:		SAMUEL L. BATALLA			
Designation		OIC-Executive Director, STCW Office			
Purpose:		For the improvement of the organization of documents, making it easier to locate and access documents. As a requirement in ISO 9001, Clause 7.5: Documented Information, all of the important information within a business must be kept organized and controlled.			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		<div> ATTY. MARIVIC S. RAMOS Chief, Budget Division</div>			
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
		PR Approver			
Signature:					
Printed Name:		Atty. HERNANI N. FABIA			
Designation		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.)					

**MARITIME INDUSTRY AUTHORITY**[illegible]

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]