



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 **Brand New Nine (9) Motorcycles for the use of the MARINA Regional Offices** in accordance with Section 53 (Negotiated Procurement) of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Nine Hundred Ninety Thousand Pesos (Php 990,000.00)**, inclusive of VAT and all other applicable government taxes to be charged against the FY 2022 General Appropriations Act (RA 11639), Continuing Appropriations.

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 22 of November 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 **PhilGEPS Registration Number, Valid Business/Mayor's Permit, Annual Income/Business Tax Return¹ and Omnibus Sworn Statement** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact BAC Secretariat at telephone no. **(+632) 8524-6518** or email address at bacsec@marina.gov.ph


ATTY. SHARON O. ALEJO
BAC Chairperson

¹Manually 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 A T I O N S / D E L I V E R A B L E S

PROCUREMENT OF BRAND NEW NINE (9) MOTORCYCLES FOR THE USE OF THE MARINA REGIONAL OFFICES						
Item	ITEM DESCRIPTION/TECHNICAL SPECIFICATION		QTY	Unit	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)
	Motorcycles		9	Units		
1	Color	To be advised by the end-user				
	Category	Scooter				
	Transmission	CVT				
	Average weight	Dry Weight: not less than 106.0kg. (233.7 lbs.)				
	Seating capacity	2 seaters				
	Engine type	Liquid cooled				
	Engine Displacement	At 125 cc but not to exceed 200 cc.				
	Fuel type	Gasoline or diesel				
	Fuel and Ignition	<ul style="list-style-type: none"> Start option: electric Fuel supply system: Fuel Injection 				
	Tire	Tubeless radial				
	Gear and transmission	Gear box: Variable speed				

	Inclusions	<ul style="list-style-type: none"> • LTO Registration • Motorcycle insurance • At least 12 months Warranty • Other Accessories ✧ Standard protective motorcycle helmet (RA 10054) <p>Compliant with the specification prescribed by the DTI and which bear the Philippine Standard mark or Import Commodity Clearance (ICC) of the Bureau of Product Standards(BPS)</p> <ul style="list-style-type: none"> ✧ Full face visor helmet (MMDA requirement against covid 19) ✧ Dual visor system ✧ Removable and washable liner ✧ Active flow three stage ventilation system ✧ Quick release visor <ul style="list-style-type: none"> ➤ Raincoat (Rain suit) ➤ Pants and jacket 					
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		➤ Waterproof ➤ 100% polyester ➤ Sizes available (small to 3xl) ♦ Alloy top box					
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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

This schedule of requirements stipulates the period of delivery of the items covered by the RFQ to the official address of the procuring entity. Deliveries should be made within office hours and on regular working days or on the date as may be stipulated in the contract.

SCHEDULE OF REQUIREMENTS

PROCUREMENT OF BRAND NEW NINE (9) MOTORCYCLES FOR THE USE OF THE MARINA REGIONAL OFFICES						
Item	ITEM DESCRIPTION/TECHNICAL SPECIFICATION		QTY	Unit	Delivery Term	Supplier's Statement of Compliance
	Motorcycles		9	units	1. Delivery of the above items shall be within thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and to be delivered to the MARINA Central @ 20 th Street corner Bonifacio Drive, 1018 Port Area (South), Manila. 2. Deliveries should be made within office hours and on regular working days on or before the stipulated date in the contract unless otherwise specified for a valid reason why the same cannot be complied with	
1	Color	To be advised by the end-user				
	Category	Scooter				
	Transmission	CVT				
	Average weight	Dry Weight: not less than 106.0kg. (233.7 lbs.)				
	Seating capacity	2 seaters				
	Engine type	Liquid cooled				
	Engine Displacement	At 125 cc but not to exceed 200 cc.				
	Fuel type	Gasoline or diesel				
	Fuel and Ignition	<ul style="list-style-type: none">Start option: electricFuel supply system: Fuel Injection				
	Tire	Tubeless radial				
	Gear and transmission	Gear box: Variable speed				
Inclusions	<ul style="list-style-type: none">LTO Registration 3 yearsMotorcycle insuranceAt least 18 months WarrantyStandard protective motorcycle helmet (RA 10054)					
BIDDER'S QUALIFICATIONS						
a. Must be at least three (3) years of operation in the Philippine market. (to be submitted as part of the bid)						
b. Must have at least one (1) service center per region (Regions IVA, V, VI, VII, X) (to be submitted as part of the bid)						
c. Must be PhilGEPS Registered						

	Responsibility of the Dealer / Distributor <ol style="list-style-type: none"> 1. Conduct of drive test of motorcycles; 2. Warranty card should be turned-over to MARINA on the same date of delivery of vehicles; 3. Provide training of at least one (1) hour on proper operation, maintenance and troubleshooting for the motorcycles at the supplier's cost; and, 4. After Sales Service during the warranty period, all reported defects shall be immediately completely and full satisfactorily repaired/replaced by the winning bidder/supplier within seventy-two (72) hours after receipt of notification in any form of communication such as but not limited to electronic mail, internet platform, verbal, and or written notices from the authorized MARINA officials and or employees. 		
	Liquidating Damage <p>MARINA shall impose a penalty of 1/10 of 1% of the total value of the undelivered unit/s for each day of delay as liquidated damages after specified allowable number of days to deliver the units.</p>		
	Inspection, Testing and Acceptance <p>The delivered motor motorcycles shall be subjected to visual and functional inspection and testing, acceptance and parameters such as, but not limited to:</p> <ul style="list-style-type: none"> • Quantity per item and accessories, if applicable • compliance to specification (offered vs. delivered) • Drive test 		
	Right of MARINA <p>MARINA reserves the right to inspect or test the commodities and accept or reject, not to accept, or receive and return any unit/s, and cancel the corresponding contract if the units are found to be defective, incomplete, or non-compliant to the specifications herein specified</p>		

	ELIGIBILITY REQUIREMENTS <ul style="list-style-type: none"> ● PhilGEPS Registration Number ● Valid Business/Mayor's Permit ● Annual Income Tax Return (ITR) ● Omnibus Sworn Statement, <i>attached with</i> : Duly notarized Special Power of Attorney (SPA) (if representing the owner of a sole proprietorship), or Duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative or Joint Venture). 		
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Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF BRAND NEW NINE (9) MOTORCYCLES FOR THE USE OF THE MARINA REGIONAL OFFICES	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Nine Hundred Ninety Thousand Pesos (Php990,000.00)	<div style="margin-bottom: 10px;">In words: _____ _____ _____</div> <div>In figures: _____ _____ _____</div>

Terms of Payment:

The payment shall be done within thirty (30) working days upon submission of complete documents including, delivery, testing and upon issuance of Inspection and Acceptance Report by the authorized/designated representatives of MARINA, subject to performance security retention.

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. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.
6. 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.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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.
11. **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.**
12. 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)

I. Project Name/Title

Procurement of brand new Nine (9) Motorcycles for the use of the Maritime Regional Offices, listed below:

1.	MRO-IV A	5 units
2.	MRO-V	1 unit
3.	MRO-VI	1 unit
4.	MRO-VII	1 unit
5.	MRO-X	1 unit
	Total Units	9 units

II. Approved Budget for the Contract (ABC)

The total Approved Budget for the Contract ("ABC") for this procurement is **Nine Hundred Ninety Thousand Pesos (Ph990,000.00)**, inclusive of VAT and all other applicable government taxes to be charged to the approved CY 2023 General Appropriations Act (RA 11639).

III. Technical Specifications

Listed below is the minimum standard specifications for the brand new motorcycles;

SPECIFICATIONS	
Motorcycles – Brand New	
Color	To be advised by the end-user
Category	Scooter
Transmission	CVT
Average weight	Dry Weight: Not less than 106.0 kg. (233.7 lbs.)
Seating capacity	2 seaters
Engine type	Liquid cooled
Engine Displacement	At lease 125cc. but not to exceed 200 cc.
Fuel type	Gasoline or diesel
Fuel and Ignition	<ul style="list-style-type: none">• Start option: electric• Fuel supply system: Fuel Injection
Tire	Tubeless radial

Gear and transmission	Gear box: Variable speed
Inclusions	<ul style="list-style-type: none"> • LTO Registration • Motorcycle insurance • At least 12 months Warranty • Other Accessories <ul style="list-style-type: none"> ○ Standard protective motorcycle helmet (RA 10054) <p>Compliant with the specification prescribed by DTI and which bear the Philippine Standard mark or Import Commodity Clearance (ICC) of the Bureau of Product Standards (BPS)</p> <ul style="list-style-type: none"> ○ Full face visor helmet (MMDA requirement against covid 19) ○ Dual visor system ○ Removable and washable liner ○ Active flow three stage ventilation system ○ Quick release visor ○ Raincoat (Rain suit) <ul style="list-style-type: none"> ○ Pants and Jacket ○ Waterproof ○ 100% Polyester ○ Sizes available (small to 3XL) ○ Alloy top box

IV. BIDDER'S QUALIFICATIONS

- a. Must be at least three (3) years of operation in the Philippine market (to be submitted as part of the bid).
- b. Must have at least one (1) authorized service center per region (Regions IVA, V, VI, VII, X, to be submitted as part of the bid).
- c. Must be PhilGEPS Registered

V. Responsibility of the Dealer / Distributor

1. Conduct of drive test of motorcycles;

2. Warranty card should be turned-over to MARINA on the same date of delivery of vehicles;
3. Provide training of at least one (1) hour on proper operation, maintenance and troubleshooting for the motorcycles at the supplier's cost; and,
4. After Sales Service during the warranty period, all reported defects shall be immediately completely and full satisfactorily repaired/replaced by the winner bidder/supplier within seventy-two (72) hours after receipt of notification in any form of communication such as but not limited to electronic mail, internet platform, verbal, and or written notices from the authorized MARINA officials and/or employees.

VI. Terms of Delivery

1. Delivery of the above items shall be within thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and to be delivered to the MARINA Central @ 20th Street corner Bonifacio Drive, 1018 Port Area (South), Manila.
2. Deliveries should be made within office hours and on regular working days on or before the stipulated date in the contract unless otherwise specified for a valid reason why the same cannot be complied with.

VII. Payment Terms

The payment shall be done within thirty (30) working days upon submission of complete documents including, delivery, testing and upon issuance of Inspection and Acceptance Report by the authorized/designated representatives of MARINA, subject to performance security retention.

VIII. Liquidating Damage

MARINA shall impose a penalty of 1/10 of 1% of the total value of the undelivered unit/s for each day of delay as liquidated damages after specified allowable number of days to deliver the units.

IX. Inspection, Testing and Acceptance

The delivered motor motorcycles shall be subjected to visual and functional inspection and testing, acceptance and parameters such as, but not limited to:

- Quantity per item and accessories, if applicable

- compliance to specification (offered vs. delivered)
- Drive test

X. Right of MARINA

MARINA reserves the right to inspect or test the commodities and accept or reject, not to accept, or receive and return any unit/s, and cancel the corresponding contract if the units are found to be defective, incomplete, or non-compliant to the specifications herein specified.

XI. Eligibility Requirements

Listed below are the Requirements under IRR of the RA 9184 which have to be submitted;

- PhilGEPS Registration Number
- Valid Business/Mayor's permit
- Annual Income Tax Return (ITR)
- Omnibus Sworn Statement, *attached with:*

Duly Notarized Special Power of Attorney (SPA) (if representing the owner of a sole proprietorship), or

Duly Notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable if representing a Partnership, Corporation, Cooperative or Joint Venture.


Submitted by:


RODOLFO R. DIAWA
Chief, GSD

Recommending Approval:

 11/9/23
NENITA S. ATIENZA
Director II, MFAS

Reviewed by:


BUENA G. RAMOS
Head, TWG for Goods and Services
(for SVP and Shopping 1M and below)


Atty. SHARON D. ALEDO
BAC Chairperson

Approved/~~Disapproved~~


Atty. HERNANI N. FABIA
Administrator



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office: MFAS Division/Section: GSD			PR No.: 2023-05-245 MAY 15 2023 SAI No.:		
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	Unit	Procurement of brand new Nine (9) Motorcycles units	9	110,000.00	990,000.00
		Xxxxxxx nothing follows xxxxx			
					990,000.00
Requesting Officer					
Signature: <u>RODOLFO R. DIAWA</u>					
Printed Name: Chief, GSD-MFAS					
Designation: For the Official use of MARINA Regional Offices					
Purpose: CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE					
ATTY. MARVIC S. RAMOS, CPA Chief, Budget Division					
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
Signature: <u>5/16/23</u>					
Printed Name: Atty. HERNAN N. FABIA					
Designation: Director II, MFAS					
Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)					

SDP 50-23



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]