



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9697009
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PRINTING OF MARINA TECHNICAL PERSONNEL RECORD BOOK (MTPRB) FOR SURVEY / INSPECTION, AUDIT AND INVESTIGATION FOR MARITIME SAFETY SERVICE (MSS)
Area of Delivery Metro Manila

Solicitation Number:	2023-03-139	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Printing Services		
Approved Budget for the Contract:	PHP 51,000.00	Document Request List	0
Delivery Period:			
Client Agency:			
Contact Person:	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	Date Published	27/04/2023
		Last Updated / Time	26/04/2023 12:59 PM
		Closing Date / Time	03/05/2023 12:00 PM
Description PRINTING OF MARINA TECHNICAL PERSONNEL RECORD BOOK (MTPRB) FOR SURVEY / INSPECTION, AUDIT AND INVESTIGATION FOR MARITIME SAFETY SERVICE (MSS) Please see attached files or you may visit https://marina.gov.ph/small-value-procurement/			

Created by DIR. ARSENIO F. LINGAD II
Date Created 26/04/2023

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 Maritime Industry Authority (MARINA) through its Bids and Awards Committee (BAC), intends to **PROCURE FOR THE PRINTING OF MARINA TECHNICAL PERSONNEL RECORD BOOK (MTPRB) FOR SURVEY / INSPECTION, AUDIT AND INVESTIGATION** for its **Maritime Safety Service (MSS)** 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 ***Fifty-One Thousand Pesos only (P51,000.00)***. 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 03 May 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 **Valid Business/Mayor's Permit, 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

Sgd.
ATTY. SHARON L. DE CHAVEZ-ALEDO
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.

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

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 | bacsec@marina.gov.ph

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

PROCUREMENT OF PRINTING OF MARINA TECHNICAL PERSONNEL RECORD BOOK (MTPRB) FOR SURVEY / INSPECTION, AUDIT AND INVESTIGATION				
Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	Specifications 1. MARINA Technical Personnel Record Book (MTPRB) For Survey / Inspections, Audit and Investigation. a. Quantity: 300 pieces b. Pages: Book Paper, 38 pages back to back (including cover and back pages) c. Size: 4.25" x 6.5" d. Cover – C2S 220 Inside – 70 lbs e. Color: Full Colors f. Binding: PUR Binding g. Lamination: Matte lamination with Spot UV			

**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

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 PRINTING OF MARINA TECHNICAL PERSONNEL RECORD BOOK (MTPRB) FOR SURVEY / INSPECTION, AUDIT AND INVESTIGATION			
Item	Description	Delivery Term	Bidders Statement of Compliance in Delivery Date
	Specifications 1. MARINA Technical Personnel Record Book (MTPRB) For Survey / Inspections, Audit and Investigation. a. Quantity: 300 pieces b. Pages: Book Paper, 38 pages back to back (including cover and back pages) c. Size: 4.25" x 6.5" d. Cover – C2S 220 Inside – 70 lbs e. Color: Full Colors f. Binding: PUR Binding g. Lamination: Matte lamination with Spot UV		
	Inclusions — It includes the printing and delivering of three hundred (300) copies of the MARINA Technical Personnel Record Book (MTPRB) For Survey / Inspection, Audit and Investigation. The layouts and designs will be provided by the end-user. — An additional one (1) copy of MARINA Technical Personnel Record Book (MTPRB) of the printed output will be delivered as sample, for approval, before the printing of the total 300 copies.	The MARINA Technical Personnel Record Book (MTPRB) For Survey / Inspection, Audit and Investigation will be printed at least two (2) weeks from MARINA approval of the layout sample.	
	Lead Time — The MARINA Technical Personnel Record Book (MTPRB) For Survey / Inspection, Audit and Investigation will be printed at least two (2) weeks from MARINA approval of the layout sample.		
	Requirement for the Project — The end-user will provide digital/soft copies of the MARINA Technical Personnel Record Book (MTPRB) For Survey / Inspection, Audit and Investigation as reference of the printing company/person/entity. No alterations/changes on the substance, designs, and layouts of the said materials shall be made without the knowledge, consent and approval of the end-user.		

	Documentary Requirements • PhilGEPS Registration • Business/Mayor's Permit • 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

PROCUREMENT OF PRINTING OF MARINA TECHNICAL PERSONNEL RECORD BOOK (MTPRB) FOR SURVEY / INSPECTION, AUDIT AND INVESTIGATION	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<i>Fifty-One Thousand Pesos only (P51,000.00)</i>	In words: _____ _____ _____ In figures: _____ _____ _____ _____

Terms of Payment:

- The MARINA shall pay the selected bidder within fifteen (15) days after full delivery and acceptance by the end-user through Advice to Debit Account (ADA).
- The selected bidder shall provide a Land Bank of the Philippines (LBP) account otherwise bank charges shall be borne by the said bidder pursuant to Department of Budget and Management Circular Letter No. 2013-16.

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name : _____

Branch : _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

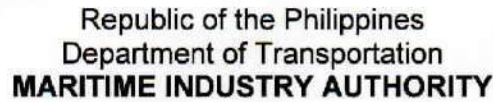
Email Address/es

TERMS AND CONDITIONS:

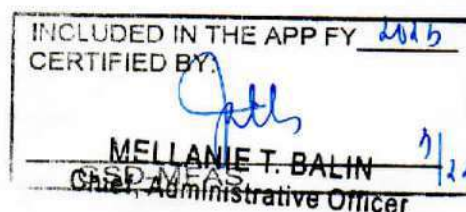
1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submissions in response to this RFQ shall be in hard copy only. Soft copies will not be entertained.**
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



Office: MARITIME SAFETY SERVICE		PR No. :	2023-03 - 139		MAR 22 2023
Division/Section:		SAI No. :			
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Piece	Printing of MARINA Technical Personnel Record Book (MTPRB) for survey/inspection, audit and investigation Specifications: - Paper: Book Paper, 38 pages back to back (including cover and back pages) - Size: 4.25" x 6.5" - Cover – C2S, 220 Inside –70 lbs - Color: Full color - Binding : PUR binding - Lamination: Matte lamination with spot UV	300	170.00	P 51,000.00
-X-NOTHING FOLLOWS-X-X-X-X-X-X-X-X-X-X-X-					
		TOTAL			P 51,000.00
Requisitioning Officer					
Signature:					
Printed Name:		ENGR. JEDINI NUR A. SIBAL			
Designation		Officer-In-Charge, MSS			
Purpose: For the distribution to MARINA Inspectors, Surveyors and Auditors					
CERTIFICATION					
☒ FUNDS AVAILABLE ☐ NO FUNDS AVAILABLE					
 ATTY. MARIVIC S. RAMOS Chief, Budget Division					
		☒ Approved		☐ Disapproved	
PR Approver					
Signature:					
Printed Name:		SONIA B. MALALUAN			
Designation		Deputy Administrator for Planning			
<i>Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)</i>					





TERMS OF REFERENCE (TOR)
FOR THE PRINTING OF MARINA TECHNICAL PERSONNEL RECORD BOOK (MTPRB) FOR
SURVEY / INSPECTION, AUDIT AND INVESTIGATION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 and attached to the Department of Transportation (DOTr), wishes to invite quotations from interested persons/entities/service-providers to provide the needed logistical requirements for the **printing of MARINA Technical Personnel Record Book (MTPRB) For Survey / Inspection, Audit and Investigation.**

I. OBJECTIVE

To print and deliver printed outputs as stated above.

II. INCLUSIONS

It includes the printing and delivering of **three hundred (300) copies** of the **MARINA Technical Personnel Record Book (MTPRB) For Survey / Inspection, Audit and Investigation.** The layouts and designs will be provided by the end-user.

An **additional one (1) copy of MARINA Technical Personnel Record Book (MTPRB)** of the printed output **will be delivered as sample**, for approval, before the printing of the total 300 copies.

The project shall be posted thru Philippine Government Electronic Procurement System (PhilGEPS). The winning service provider will print and deliver the final output to the end-user.

III. LEAD TIME

The **MARINA Technical Personnel Record Book (MTPRB) For Survey / Inspection, Audit and Investigation** will be printed at least two (2) weeks from MARINA approval of the layout sample.

IV. REQUIREMENT FOR THE PROJECT

The end-user will provide digital/soft copies of the **MARINA Technical Personnel Record Book (MTPRB) For Survey / Inspection, Audit and Investigation** as reference of the printing company/person/entity. No alterations/changes on the substance, designs, and layouts of the said materials shall be made without the knowledge, consent and approval of the end-user.

V. DOCUMENTARY REQUIREMENTS

- PhilGEPS Registration
- Business/Mayor's Permit
- Omnibus Sworn Statement



VI. SPECIFICATIONS

1. MARINA Technical Personnel Record Book (MTPRB) For Survey / Inspections, Audit and Investigation.

- a.) **Quantity:** 300 pieces
- b.) **Pages:** Book Paper, 38 pages back to back (including cover and back pages)
- c.) **Size:** 4.25" x 6.5"
- d.) **Cover** – C2S 220 **Inside** – 70 lbs
- e.) **Color:** Full Colors
- f.) **Binding:** PUR Binding
- g.) **Lamination:** Matte lamination with Spot UV

VII. BUDGET

The total cost for the printing of 300 copies shall be **Fifty-One Thousand Pesos (Php 51,000.00)**, inclusive of Value-Added Tax (VAT), which shall be charged against MSS budget for the Fiscal Year 2023.

VIII. PAYMENT TERMS

The MARINA shall pay the selected bidder within fifteen (15) days after full delivery and acceptance by the end-user through Advice to Debit Account (ADA).

The selected bidder shall provide a Land Bank of the Philippines (LBP) account otherwise bank charges shall be borne by the said bidder pursuant to Department of Budget and Management Circular Letter No. 2013-16.

IX. Official Contact for Expression of interest

Interested persons and entities are invited to submit their letter of intent and quotation to:

ENGR. JEDINI NUR A. SIBAL
Officer-In-Charge
Maritime Safety Service
Maritime Industry Authority
8th Floor, MARINA Building,
20th Street corner Bonifacio Drive
1018 Port Area (South), Manila



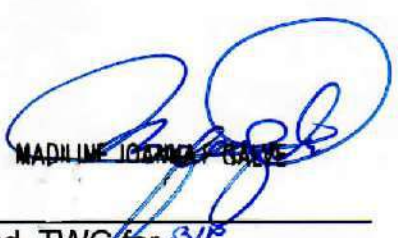
Prepared by:


JOSHUA D. ARROJO
Administrative Aide VI

Recommending Approval:


Engr. JEDINI NUR A. SIBAL
Officer-In-Charge, MSS

Reviewed by:


MADLINE JOYCEL BALLE
Head, TWG for SVP


DIR. ARSENIO F. LINGAD II
Chairperson, MARINA BAC

APPROVED / ~~DISAPPROVED~~:


Atty. HERNANI N. FABIA
Administrator

MARINA Technical Personnel Record Book

Back Cover Page

PHOTO
2" X 2"

Signature

[illegible]

Ships Surveyed/Inspected

Marine Safety Investigation

Date	Name of Vessel	Type of Incident/Accident	Role in the Investigating Team

Ships Audited

Name of Ship	Type of service	Gross Tonnage	Propulsion Machinery Rating	Date of Audit	Type of Audit (Initial, Intermediate, Renewal, Additional)	Role in the Audit

Company Audited

Name of Company/RO	Date of Audit	Type of Audit (Initial, Annual, Renewal, Additional, RO Oversight)	Role in the Audit

Note: 300 Entries for survey/inspection
100 entries for audits
50 entries for Investigation

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]