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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9716103
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title RENTAL OF BUSES FOR THE CONDUCT OF TWO (2) DAY LIVE-IN STCW OFFICE MID-YEAR PERFORMANCE ASSESSMENT AND TARGET SETTING (MANILA TO ZAMBALES AND VICE VERSA)

Area of Delivery

Solicitation Number:	2023-04-175	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Transportation and Communications Services	Document Request List	0
Approved Budget for the Contract:	PHP 235,000.00		
Delivery Period:	2 Day/s		
Client Agency:		Date Published	04/05/2023
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	Last Updated / Time	03/05/2023 14:25 PM
		Closing Date / Time	09/05/2023 12:00 PM
Description RENTAL OF BUSES FOR THE CONDUCT OF TWO (2) DAY LIVE-IN STCW OFFICE MID-YEAR PERFORMANCE ASSESSMENT AND TARGET SETTING (MANILA TO ZAMBALES AND VICE VERSA) Please see attached files or you may visit https://marina.gov.ph/small-value-procurement/			

Created by DIR. ARSENIO F. LINGAD II

Date Created 03/05/2023

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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 Rental of Buses (Manila to Zambales, V.V.) for the Conduct of Two (2) Day Live-In STCW Office Mid-Year Performance Assessment and Target Setting Workshop and Team Building on 02-03 June 2023 for its Standards of Training, Certification and Watchkeeping Office (STCWO) 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 **Two Hundred Thirty-Five Thousand Pesos only (P235,000.00)**. 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 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 Permit¹, PhilGEPS Registration Number, Omnibus Sworn Statement and Latest Income/Business Tax Return² 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@mail.marina.gov.ph


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

³ Manually filed tax returns or filed through the EFPS

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:

LOGISTICAL SUPPORT/REQUIREMENTS

Procurement of the Rental of Buses (Manila to Zambales, V.V.) for the Conduct of Two (2) Day Live-In STCW Office Mid-Year Performance Assessment and Target Setting Workshop and Team Building on 02-03 June 2023				
Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	Requirements: <ul style="list-style-type: none">• Five (5) units of buses;• Air-conditioned Tourist Bus;• 45 Seating Capacity;• Video onboard and PA System;• Insurance coverage for the duration of the trip;• Professional and fully vaccinated drivers;• Inclusive of fuel, parking and toll fees;• Services of bus coordinator/dispatcher; and• Includes driver's meal allowance.			

**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

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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 the Rental of Buses (Manila to Zambales, V.V.) for the Conduct of Two (2) Day Live-In STCW Office Mid-Year Performance Assessment and Target Setting Workshop and Team Building on 02-03 June 2023			
Item	Description	Delivery Date	Bidders Statement of Compliance in Delivery Date
	Number of Participants — There shall be a total of two hundred eleven (211) participants inclusive of MARINA officials and staffs.		
1 LOT	Requirements: <ul style="list-style-type: none"> • Five (5) units of buses; • Air-conditioned Tourist Bus; • 45 Seating Capacity; • Video onboard and PA System; • Insurance coverage for the duration of the trip; • Professional and fully vaccinated drivers; • Inclusive of fuel, parking and toll fees; • Services of bus coordinator/dispatcher; and • Includes driver's meal allowance. 	02-03 June 2023	
	Requirement of the Prospective Lessor <ul style="list-style-type: none"> a. Copy of PhilGEPS Registration; b. Mayor's/Business Permit; c. Copy of Business/ Latest Income Tax Return (ITR); and d. Omnibus Sworn Statement. 		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

Procurement of the Rental of Buses (Manila to Zambales, V.V.) for the Conduct of Two (2) Day Live-In STCW Office Mid-Year Performance Assessment and Target Setting Workshop and Team Building on 02-03 June 2023

Approved Budget for the Contract (ABC)	Total Offered Quotation
Two Hundred Thirty-Five Thousand Pesos only (P235,000.00)	<div style="margin-bottom: 20px;">In words: _____ _____ _____</div> <div>In figures: _____ _____ _____</div>

Terms of Payment:

1. Send Bill Arrangement;
2. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account; and
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. 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

REQUEST FOR QUOTATION FORM **FOR**

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

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Terms of Reference
Rental of Buses (Manila to Zambales, V.V.)
For the conduct of two (2) day live-in STCW Office Mid-Year Performance
Assessment and Target Setting Workshop and Team Building
on 02-03 June 2023

Background

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DoTr), wishes to invite quotations from interested transportation entities to provide the needed logistical requirements for bus transportation (Manila to Zambales, v.v.) for the conduct two (2) day Live-in STCW Office Mid-Year Performance Assessment and Target Setting Workshop and Team Building on 02-03 June 2023 at a suitable venue outside Metro Manila.

Objective

The STCW Office Mid-Year Performance Assessment (MYPA) and Target Setting Workshop is conducted every mid of the year to ensure the continued assessment, planning and effectiveness in complying with its policies and standards and to address issues and concerns of the office.

In relation thereto, improving one's productivity is essential in carrying out every objective wherein motivation from the management plays an important role in order to uphold the willingness and initiative of each personnel to work with enthusiasm. Thus, a teambuilding activities is one of the best avenue in establishing connections and teamwork towards the common goal.

Number of Participants

There shall be a total of two hundred eleven (211) participants inclusive of MARINA officials and staffs.

Total Budget for the Activity

The total budget for the rental of buses shall be **Two Hundred Thirty-five Thousand Pesos (P235,000.00)** inclusive of applicable tax, which will be charged against the STCW Office funds FY 2023.

Logistical Support / Requirements

Date of Trip	Time	Pick-up	Drop-off	Requirements
02 June 2023	06:00AM	Maritime Industry Authority	Whiterock Beach Hotel and Waterpark, Subic, Zambales	<ul style="list-style-type: none"> ➤ Five (5) units of buses; ➤ Air-conditioned Tourist Bus; ➤ 45 Seating Capacity; ➤ Video onboard and PA System; ➤ Insurance coverage for the duration of the trip; ➤ Professional and fully vaccinated drivers; ➤ Inclusive of fuel, parking and toll fees; ➤ Services of bus coordinator/dispatcher; and ➤ Includes driver's meal allowance.
03 June 2023	01:00PM	Whiterock Beach Hotel and Waterpark, Subic, Zambales	Maritime Industry Authority	

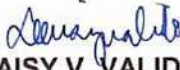
The prospective lessor shall submit the following documents:

- a. Copy of PhilGEPS Registration;
- b. Mayor's/Business Permit;
- c. Copy of Business/ Latest Income Tax Return (ITR); and
- d. Omnibus Sworn Statement.

Terms of Payment

1. Send Bill Arrangement;
2. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account; and
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. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.


Prepared by:




DAISY V. VALIDO

Project Development Officer II
STCW Office

Reviewed by:




MILABEL J. ADIL
Officer-In-Charge, ASD
STCW Office



LURENCE V. CARACE
Officer-In-Charge, FSD
STCW Office

Recommending approval:



SAMUEL L. BATALLA
Officer-In-Charge
Office of the Executive Director
STCW Office

Approved by:



Atty. **HERNANI N. FABIA**
Administrator

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]