



# PhilGEPS

Philippine Government Electronic Procurement System

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Philippine Government  
Procurement Opportunities

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9603333  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** PROCUREMENT OF WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-03-108, 2023-02-074, 2023-02-093, & 2023-03-1	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Information Technology Parts & Accessories & Perip	<b>Date Published</b>	24/03/2023
<b>Approved Budget for the Contract:</b>	PHP 55,500.00	<b>Last Updated / Time</b>	23/03/2023 17:21 PM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	29/03/2023 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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		

#### Description

PROCUREMENT OF WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023

Please see attached files.

You may visit our website at [www.marina.gov.ph](http://www.marina.gov.ph) (under transparency tab)

**Created by** DIR. ARSENIO F. LINGAD II  
**Date Created** 23/03/2023



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 WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023** in accordance with Section 52.1(b) (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Fifty-Five Thousand Five Hundred Pesos only (P55,500.00)**. 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 29 of March 2023** at the MARINA BAC Office located at 10<sup>th</sup> Floor MARINA Building, Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

A copy of your **Valid Business/Mayor's Permit, PhilGEPS Registration Number and Business/Latest Income Tax Return** are required to be submitted along with your signed quotation/proposal.

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

**DIR. ARSENIO F. LINGAD II**  
BAC CHAIRPERSON

<sup>1</sup> 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.

<sup>2</sup> 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

<sup>3</sup> Manually filed tax returns or filed through the EFPS

**BIDS AND AWARDS COMMITTEE**

**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 / D E L I V E R A B L E S**

PROCUREMENT OF WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023															
Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)											
1 LOT	<table><tr><th>ITEM DESCRIPTION</th><th>QTY</th><th>UNIT</th></tr><tr><td><b>WEBCAM WITH TRIPOD</b></td><td rowspan="3">2</td><td rowspan="3">Units</td></tr><tr><td><u>WEBCAM Dimensions:</u> ➤ Dimensions including fixed mounting clip ➤ Height: 44mm ➤ Width: 95mm ➤ Depth: 71mm ➤ Cable Length: 1.5m ➤ Weight: 162g</td></tr><tr><td><u>WEBCAM Technical Specifications:</u> ➤ Max Resolution: 1080P/30fps – 720P/60fps ➤ Camera mega pixel: 3 ➤ Focus Type: Glass ➤ Mic range: Up to 1m ➤ Diagonal field of view (dFoV): 78 ➤ Digital Zoom: 1.2x ➤ Tripod-ready universal mounting clip fits laptops, LCD or Monitors</td></tr><tr><td><u>TRIPOD Technical Specifications:</u> ➤ Size Collapsed (inches): more than 30 inches ➤ Weight: more than 10lbs ➤ Maximum Height Extension (inches): over 60 inches ➤ Maximum Load Capacity: more than 15lbs ➤ Head Type Available: 3-way ball, fluid, pan ➤ Feet: Rubber, spike, custom ➤ Leg locks: lever, custom</td><td></td><td></td></tr></table>	ITEM DESCRIPTION	QTY	UNIT	<b>WEBCAM WITH TRIPOD</b>	2	Units	<u>WEBCAM Dimensions:</u> ➤ Dimensions including fixed mounting clip ➤ Height: 44mm ➤ Width: 95mm ➤ Depth: 71mm ➤ Cable Length: 1.5m ➤ Weight: 162g	<u>WEBCAM Technical Specifications:</u> ➤ Max Resolution: 1080P/30fps – 720P/60fps ➤ Camera mega pixel: 3 ➤ Focus Type: Glass ➤ Mic range: Up to 1m ➤ Diagonal field of view (dFoV): 78 ➤ Digital Zoom: 1.2x ➤ Tripod-ready universal mounting clip fits laptops, LCD or Monitors	<u>TRIPOD Technical Specifications:</u> ➤ Size Collapsed (inches): more than 30 inches ➤ Weight: more than 10lbs ➤ Maximum Height Extension (inches): over 60 inches ➤ Maximum Load Capacity: more than 15lbs ➤ Head Type Available: 3-way ball, fluid, pan ➤ Feet: Rubber, spike, custom ➤ Leg locks: lever, custom					
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	➤ Common Material: Aluminum, Carbon Fiber, Titanium, Wood.					
	<b>WEBCAM WITH BUILT-IN MIC</b> <u>WEBCAM Specifications:</u> ➤ Resolution: Full HD 1080P, 1920*1080 Pixels ➤ Lens Type: Full HD AF Glass Lens ➤ Viewing Angle: 75 Wide Degrees ➤ Focus Type: Auto Focus ➤ Focus Range: 10cm and Beyond ➤ Built-in Mic.: Single Digital Mic. ➤ Output Format: MJPEG ➤ Frame Rate: 30fps ➤ USB: USB 2.0	18	Units			

\*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 WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023						
Item	Description			Delivery Term	Bidders Statement of Compliance in Delivery Date	
1 LOT	<b>ITEM DESCRIPTION</b>			<b>QTY</b>	<b>UNIT</b>	
	<b>WEBCAM WITH TRIPOD</b>					
	<u>WEBCAM Dimensions:</u> ➤ Dimensions including fixed mounting clip ➤ Height: 44mm ➤ Width: 95mm ➤ Depth: 71mm ➤ Cable Length: 1.5m ➤ Weight: 162g  <u>WEBCAM Technical Specifications:</u> ➤ Max Resolution: 1080P/30fps – 720P/60fps ➤ Camera mega pixel: 3 ➤ Focus Type: Glass ➤ Mic range: Up to 1m ➤ Diagonal field of view (dFoV): 78 ➤ Digital Zoom: 1.2x ➤ Tripod-ready universal mounting clip fits laptops, LCD or Monitors  <u>TRIPOD Technical Specifications:</u> ➤ Size Collapsed (inches): more than 30 inches ➤ Weight: more than 10lbs ➤ Maximum Height Extension (inches): over 60 inches ➤ Maximum Load Capacity: more than 15lbs ➤ Head Type Available: 3-way ball, fluid, pan ➤ Feet: Rubber, spike, custom ➤ Leg locks: lever, custom ➤ Common Material: Aluminum, Carbon Fiber, Titanium, Wood.			2	Units	
	<b>WEBCAM WITH BUILT-IN MIC</b>					
	<u>WEBCAM Specifications:</u> ➤ Resolution: Full HD 1080P, 1920*1080 Pixels ➤ Lens Type: Full HD AF Glass Lens ➤ Viewing Angle: 75 Wide Degrees ➤ Focus Type: Auto Focus ➤ Focus Range: 10cm and Beyond ➤ Built-in Mic.: Single Digital Mic. ➤ Output Format: MJPEG ➤ Frame Rate: 30fps ➤ USB: USB 2.0			18	Units	

	<b>WARRANTY</b> — All items listed above have One (1) Year warranty		
	<b>CONDITIONS &amp; SUPPLIER RESPONSIBILITIES</b> — The prospective supplier shall bid in the above-listed items; — The prospective supplier shall submit photo of the proposed product; — All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; and — The prospective supplier shall replace the defective items within Ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA		
	<b>DOCUMENTARY REQUIREMENTS</b> — Copy of PhilGEPS Registration/Number — Mayor's/Business Permit — Copy of Business/Income Tax Return (ITR)		
	<b>CONFIDENTIALITY OF AGREEMENT</b> — The winning bidder shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon receipt of Notice of Award.		

\_\_\_\_\_  
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**

<b>PROCUREMENT OF WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b><i>Fifty-Five Thousand Five Hundred Pesos only (P55,500.00)</i></b>	<div style="margin-bottom: 10px;">In words: _____ _____ _____</div> <div>In figures: _____ _____ _____</div>

**Terms of Payment:**

— Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA.

**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



## TERMS OF REFERENCE

<b>Project Title</b>	<b>PROCUREMENT OF WEBCAM FOR THE VARIOUS MARINA SERVICE UNITS AND STCW OFFICE FY 2023</b>		
<b>Approved Budget of the Contract</b>	The Approved Budget for the Contract is <b>Fifty-Five Thousand Five Hundred Pesos (P55,500.00)</b> inclusive of all applicable taxes.		
<b>Specifications/ Deliverables</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>
	<p style="text-align: center;"><b>WEBCAM WITH TRIPOD</b></p> <p><u>WEBCAM Dimensions:</u></p> <ul style="list-style-type: none"> <li>➤ Dimensions including fixed mounting clip</li> <li>➤ Height: 44mm</li> <li>➤ Width: 95mm</li> <li>➤ Depth: 71mm</li> <li>➤ Cable Length: 1.5m</li> <li>➤ Weight: 162g</li> </ul> <p><u>WEBCAM Technical Specifications:</u></p> <ul style="list-style-type: none"> <li>➤ Max Resolution: 1080P/30fps – 720P/60fps</li> <li>➤ Camera mega pixel: 3</li> <li>➤ Focus Type: Glass</li> <li>➤ Mic range: Up to 1m</li> <li>➤ Diagonal field of view (dFoV): 78</li> <li>➤ Digital Zoom: 1.2x</li> <li>➤ Tripod-ready universal mounting clip fits laptops, LCD or Monitors</li> </ul> <p><u>TRIPOD Technical Specifications:</u></p> <ul style="list-style-type: none"> <li>➤ Size Collapsed (inches): more than 30 inches</li> <li>➤ Weight: more than 10lbs</li> <li>➤ Maximum Height Extension (inches): over 60 inches</li> <li>➤ Maximum Load Capacity: more than 15lbs</li> <li>➤ Head Type Available: 3-way ball, fluid, pan</li> <li>➤ Feet: Rubber, spike, custom</li> <li>➤ Leg locks: lever, custom</li> <li>Common Material: Aluminum, Carbon Fiber, Titanium, Wood.</li> </ul>	<b>2</b>	<b>Units</b>
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<b>Warranty</b>	All items listed above have One (1) Year warranty.		

<b>Conditions and Supplier Responsibilities</b>	<input type="checkbox"/> The prospective supplier shall bid in the above-listed items; <input type="checkbox"/> The prospective supplier shall submit photo of the proposed product; <input type="checkbox"/> All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; and <input type="checkbox"/> The prospective supplier shall replace the defective items within Ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA
<b>Documentary Requirements</b>	<input type="checkbox"/> Copy of PhilGEPS Registration/Number; <input type="checkbox"/> Mayor's/Business Permit <input type="checkbox"/> Copy of Business/Income Tax Return (ITR)
<b>Delivery Terms</b>	Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP)
<b>Payment Terms</b>	Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA.

PREPARED BY:

Noted By:


  
**MARIA ELMIRA P. DAGUIO**  
 Procurement Division, MFAS

  
**MELLANIE T. BALIN**  
 Chief, Procurement Division - MFAS

RECOMMENDING APPROVAL:

  
**Atty. MARIA ROWENA B. HUBILLA**  
 Director II, FS (End-User)

  
**OIC-Dir. SAMUEL L. BATALLA**  
 OIC, Executive Director – STCW Office  
 (End-User)

  
**Ms. EDEN Z. EVANGELISTA**  
 Chief, Accounting Division – MFAS  
 (End-User)

  
**Mr. BENJO G. PANCHECO**  
 MIDS II, OADM (End-User)

REVIEWED BY:

  
**Ms. MADELINE JOANNA P. GALVE**  
 Head, Technical Working Group for  
 Goods and Services

  
**Dir. ARSENIO F. LINGAD II**  
 Chairperson, MARINA BAC

APPROVED / DISAPPROVED:

  
**Atty. HERNANI N. FABIA**  
 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]*

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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]*