



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9935695  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** PRINTING OF THE MARITIME INDUSTRY DEVELOPMENT PLAN (MIDP) 2028  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-06-287	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods		
<b>Category:</b>	Printing Services	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b>	PHP 400,000.00		
<b>Delivery Period:</b>	10 Day/s	<b>Document Request List</b>	0
<b>Client Agency:</b>			
<b>Contact Person:</b>	ATTY. SHARON L. DE CHAVEZ - ALEDO 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	<b>Date Published</b>	13/07/2023
		<b>Last Updated / Time</b>	12/07/2023 11:06 AM
		<b>Closing Date / Time</b>	17/07/2023 12:00 PM
<b>Description</b>  PRINTING OF THE MARITIME INDUSTRY DEVELOPMENT PLAN (MIDP) 2028			

**Created by** ATTY. SHARON L. DE CHAVEZ - ALEDO  
**Date Created** 12/07/2023

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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 : \_\_\_\_\_

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 THE MARITIME INDUSTRY DEVELOPMENT PLAN (MIDP) 2028** 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 **Four Hundred Thousand Pesos only (P400,000.00)**. 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 12 July 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 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](mailto:bacsec@marina.gov.ph)

  
ATTY. SHARON L. DE CHAVEZ-ALEDO  
BAC Chairperson

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#### BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila  
(+632) 8524-6518 | [marina.gov.ph](http://marina.gov.ph) | [bacsec@marina.gov.ph](mailto: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 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 FOR THE PRINTING OF THE MARITIME INDUSTRY DEVELOPMENT PLAN (MIDP) 2028				
Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	<b>Specifications</b> <b>MARITIME INDUSTRY DEVELOPMENT PLAN (MIDP) 2028</b> a.) <b>Quantity:</b> 200 pieces b.) <b>Page Number:</b> 300 pages including cover and back pages c.) <b>Size:</b> A4 size; portrait d.) <b>Paper:</b> <ul style="list-style-type: none"><li>• Cover and Back pages<ul style="list-style-type: none"><li>• C2S 220 lb</li><li>• Matte Lamination with Spot UV</li></ul></li><li>• Inside<ul style="list-style-type: none"><li>• Matte 100 lb</li></ul></li><li>• Side<ul style="list-style-type: none"><li>• Matte</li></ul></li></ul> e.) <b>Color:</b> Full Color, cover to cover f.) <b>Back-to-back print</b> g.) <b>Perfect binding</b>			

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

Page 2

*\*The above quoted prices are inclusive of all costs and applicable taxes.*

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 FOR THE PRINTING OF THE MARITIME INDUSTRY DEVELOPMENT PLAN (MIDP) 2028			
Item	Description	Delivery Term	Bidders Statement of Compliance in Delivery Date
	<b>Specifications</b>  <b>MARITIME INDUSTRY DEVELOPMENT PLAN (MIDP) 2028</b>  a.) <b>Quantity:</b> 200 pieces b.) <b>Page Number:</b> 300 pages including cover and back pages  c.) <b>Size:</b> A4 size; portrait  d.) <b>Paper:</b> <ul style="list-style-type: none"> <li>• Cover and Back pages               <ul style="list-style-type: none"> <li>• C2S 220 lb</li> <li>• Matte Lamination with Spot UV</li> </ul> </li> <li>• Inside               <ul style="list-style-type: none"> <li>• Matte 100 lb</li> </ul> </li> <li>• Side               <ul style="list-style-type: none"> <li>• Matte</li> </ul> </li> </ul> e.) <b>Color:</b> Full Color, cover to cover f.) <b>Back-to-back print</b> g.) <b>Perfect binding</b>	Within ten (10) working days after the approval of the End User of the printer's proof/sample or after the receipt of Notice of Award (NOA)/ Notice to Proceed (NTP)	
	<b>Inclusions</b>  The Project includes the printing of <b>200 copies</b> of the report which will be provided by the end-user.  An additional one (1) copy of the printed output will be delivered as a sample, for approval of the end-user, before printing the mentioned number of copies.  The bidder is requested to present a sample of their printed materials similar to the Project.  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.		

<b>Lead Time</b>			
<b>Deliverables</b>	<b>Submission Date</b>		
Submission of Printer's Proof/ Sample	Within three (3) working days from the submission of the digital file by the End User or after the receipt of the Notice of Award (NOA)/ Notice to Proceed (NTP)		
Full delivery	Within ten (10) working days after the approval of the End User of the printer's proof/sample or after the receipt of Notice of Award (NOA)/ Notice to Proceed (NTP)		
<b>Requirement for the Project</b>			
<p>The end-user will provide a digital/soft copy of the said collaterals as a reference for the winning printing service provider. No alterations/changes on the substance, design, and layout of the material shall be made without the knowledge, consent, and approval of the end user.</p>			
<b>Documentary Requirements</b>			
<ul style="list-style-type: none"> <li>• PhilGEPS Registration</li> <li>• Business/Mayor's Permit</li> <li>• Omnibus Sworn Statement               <ul style="list-style-type: none"> <li>○ To attach duly notarized Special Power of Attorney (If representing the owner of sole proprietorship).</li> <li>○ To attach 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).</li> </ul> </li> </ul>			

\_\_\_\_\_  
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 THE MARITIME INDUSTRY DEVELOPMENT  
PLAN (MIDP) 2028**

<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b><i>Four Hundred Thousand Pesos only (P400,000.00)</i></b>	In words: _____ _____ _____  In figures: _____ _____ _____ _____

**Terms of Payment:**

- The MARINA shall pay the winning service provider within fifteen (15) days after full delivery and acceptance by the end-user through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA).
- he selected bidder/winning service provider 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





**TERMS OF REFERENCE (TOR)  
FOR THE PRINTING OF THE MARITIME INDUSTRY DEVELOPMENT PLAN  
(MIDP) 2028**

**I. INTRODUCTION**

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 to provide the needed logistical requirements for the engagement of services for the printing of the Maritime Industry Development Plan (MIDP) 2028

**II. OBJECTIVE**

To print and deliver printed outputs of the MIDP 2028 pursuant to its information campaign to update its international and local stakeholders as well as to promote and attract more investors to the country's maritime industry.

**III. INCLUSIONS**

The Project includes the printing of **200 copies** of the report which will be provided by the end-user.

An additional one (1) copy of the printed output will be delivered as a sample, for approval of the end-user, before printing the mentioned number of copies.

The bidder is requested to present a sample of their printed materials similar to the Project.

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.

**IV. DELIVERY SCHEDULE/TIMELINE**

Deliverables	Submission Date
Submission of Printer's Proof/ Sample	Within three (3) working days from the submission of the digital file by the End User or after the receipt of the Notice of Award (NOA)/ Notice to Proceed (NTP)
Full delivery	Within ten (10) working days after the approval of the End User of the printer's proof/sample or after the receipt of Notice of Award (NOA)/ Notice to Proceed (NTP)

## V. REQUIREMENTS OF THE PROJECT

The end-user will provide a digital/soft copy of the said collaterals as a reference for the winning printing service provider. No alterations/changes on the substance, design, and layout of the material shall be made without the knowledge, consent, and approval of the end user.

## VI. DOCUMENTARY REQUIREMENTS

- PhilGEPS Registration
- Business/Mayor's Permit
- Omnibus Sworn Statement
  - To attach duly notarized Special Power of Attorney (If representing the owner of sole proprietorship).
  - To attach 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).

## VII. SPECIFICATIONS

Below are the requirements of the project:

### MARITIME INDUSTRY DEVELOPMENT PLAN (MIDP) 2028

- a.) **Quantity:** 200 pieces
- b.) **Page Number:** 300 pages including cover and back pages
- c.) **Size:** A4 size; portrait
- d.) **Paper:**
  - Cover and Back pages
    - C2S 220 lb
    - Matte Lamination with Spot UV
  - Inside
    - Matte 100 lb
  - Side
    - Matte
- e.) **Color:** Full Color, cover to cover
- f.) **Back-to-back print**
- g.) **Perfect binding**

## VIII. BUDGET

The total cost for the printing of 200 copies of Maritime Industry Development Plan (MIDP) 2028 shall be **Four Hundred Thousand Pesos (Php 400,000.00)**, inclusive of Value-Added Tax (VAT), which shall be charged against the PPS Funds.


## IX. MODE OF PAYMENT

The MARINA shall pay the winning service provider within fifteen (15) days after full delivery and acceptance by the end-user through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA).

The selected bidder/winning service provider 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.

**X. OFFICIAL CONTACT FOR EXPRESSION OF INTEREST**


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



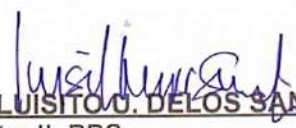
**MR. LUISITO U. DELOS SANTOS**  
Director II  
Planning and Policy Service  
Maritime Industry Authority  
9th Flr., MARINA Building,  
20<sup>th</sup> Avenue cor. Bonifacio Drive  
Port Area, Manila  
Email address: [pps@marina.gov.ph](mailto:pps@marina.gov.ph)  
Contact Number: 08-525-7216




Prepared by:

  
MS. MELINDA E. VALDERAMA  
Planning Officer IV

Recommending Approval:

  
DIR. LUISITO O. DELOS SANTOS  
Director II, PPS

Reviewed by:

  
BUENA C. DAMOS  
Head, TWG for GAS - SVP/S

  
ATTY. SHARON D. ALEDO  
Chairperson, MARINA BAC

APPROVED/~~DISAPPROVED~~

  
Atty. HERNANI N. FABIA  
Administrator



Republic of the Philippines  
Department of Transportation and Communications  
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office:	PPS	PR No.:	2023-06-287		
Division/Section:	SAI No.: 93 ITIN 2023				
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	piece	Printing of Maritime Industry Development Plan (MIDP) 2028  Specifications: a. Page Number: 300 pages including cover and back pages b. Size: A4 size; portrait c. Paper: Cover and Back pages (C2S 220 lb; Matte Lamination with Spot UV) Inside: Matte 100 lb Side: Matte d. Color: Full Color, cover to cover e. Back-to-back print f. Perfect binding	200	-	PHP 400,000.00
Total					PHP 400,000.00
Requisitioning Officer:					
Signature: <i>[Signature]</i>					
Printed Name: LUISITO U DELOS SANTOS					
Designation: Director II, PPS-PADMO					
Purpose: FOR THE PRINTING AND DISTRIBUTION OF MARITIME INDUSTRY DEVELOPMENT PLAN (MIDP) 2028					
<div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE</div><div>CERTIFICATION</div></div>					
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Approved</div><div><input type="checkbox"/> Disapproved</div></div>					
PR Approver:					
Signature: <i>[Signature]</i>					
Printed Name: Atty. HERNANI N. FABIA					
Designation: Administrator <i>[Signature]</i> 6/13/23					
Note: Please indicate specific purpose other than "for official use of the Office", (e.g. monthly regular supplies, as per APP, special projects, etc.)					



4) Supplemental PRRP of 40,000.00

## 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]*