



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9652868  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** PROCUREMENT OF FIVE (5) AIR CONDITIONING UNITS (ACUs)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-03-151	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Airconditioning and Airconditioning Systems		
<b>Approved Budget for the Contract:</b>	PHP 150,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	7 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	13/04/2023
<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	<b>Last Updated / Time</b>	12/04/2023 16:31 PM
		<b>Closing Date / Time</b>	18/04/2023 16:00 PM

#### Description

PROCUREMENT OF FIVE (5) AIR CONDITIONING UNITS (ACUs)

Please see attached files or 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** 12/04/2023

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## 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 FIVE (5) AIR CONDITIONING UNITS (ACUs)** for CY 2023 in accordance with Section 52 (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Fifty Thousand Pesos (P150,000.00)**. 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 18 April 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 **Updated Business/Mayor's Permit<sup>1</sup>** and **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)

**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>Manually filed tax returns or filed through the EFPS

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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) | [2021marinabac@gmail.com](mailto: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.

Suppliers 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   O F   T H E   P R O D U C T**

<b>PROCUREMENT OF FIVE (5) AIR CONDITIONING UNITS (ACUs)</b>				
<b>No.</b>	<b>Description</b>	<b>Supplier's Statement of Compliance</b>	<b>Unit Cost (Vat Inclusive)</b>	<b>Total Cost (Vat Inclusive)</b>
1 LOT	<ol style="list-style-type: none"><li>1. 2.0 HP</li><li>2. Inverter Compressor</li><li>3. Split Type</li><li>4. With One (1) year Warranty</li></ol> <p><i>Note: Installation of ACUs will be done by MARINA</i></p>			

*\*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**

<b>PROCUREMENT OF FIVE (5) AIR CONDITIONING UNITS (ACUs)</b>		
<b>Item</b>	<b>Description</b>	<b>Bidders Statement of Compliance</b>
1 LOT	1. The Supplier shall deliver five (5) Air Conditioning Units (ACUs) in MARINA Central Office.  2. The prospective supplier shall submit the following documents: a) Copy of PhilGEPS Registration; b) Mayor's/Business Permit c) Omnibus Sworn Statement (for winning supplier)	
	<b>PERIOD OF DELIVERY:</b>  ➤ The delivery shall be within seven (7) calendar days from the receipt of Notice to Proceed (NTP) and Purchase Order (PO)	

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

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

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address/es

**FINANCIAL OFFER**

<b>PROCUREMENT OF FIVE (5) AIR CONDITIONING UNITS (ACUs)</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>One Hundred Fifty Thousand Pesos only (P150,000.00)</b>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p>

**Terms of Payment:**

1. Within thirty (30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report by the MARINA;
2. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
3. The supplier shall provide the bank Account wherein payment will be credited.
4. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

**Payment Details:**

<i>Banking Institution</i> :	_____
<i>Account Number</i> :	_____
<i>Account Name</i> :	_____
<i>Branch</i> :	_____

\_\_\_\_\_  
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. 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.
10. **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.**
11. 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

Page 5



## TERMS OF REFERENCE

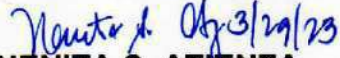
### PROCUREMENT OF AIR CONDITIONING UNITS (ACUs)

<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	One Hundred Fifty Thousand Pesos (₱150,000.00) inclusive of all applicable taxes.
<b>SPECIFICATIONS</b>	The Supplier shall deliver five (5) Air Conditioning Units (ACUs) in MARINA Central Office according to its specifications, as follows: -2.0 HP -Inverter Compressor -Split Type -with 1-year Warranty  <i>Note: Installation of ACUs will be done by MARINA</i>
<b>DELIVERY TERM</b>	Within seven (7) days upon receipt of Notice to Proceed (NTP) and Purchase Order (PO)
<b>PAYMENT TERM</b>	Within thirty (30) days upon receipt of Billing Invoice and issuance of Inspection and Acceptance of Report by MARINA.
<b>DOCUMENTARY REQUIREMENTS</b>	<ol style="list-style-type: none"><li>1. Updated Business/ Mayor's Permit</li><li>2. PhilGEPS Registration</li><li>3. Omnibus Sworn Statement (for winning supplier)</li></ol>

Submitted by:

  
**RODOLFO R. DIAWA**  
Chief, MFAS-GSD

Recommending Approval:

  
**NENITA S. ATIENZA**  
Director II, MFAS

REVIEWED BY:

  
**Ms. MADILINE JOANA F. GALVE**  
Head, Technical Working Group for Goods

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

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. : <b>2023-03-151</b> SAI No.:			<b>MAR 29 2023</b>
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost	
1	units	Air Conditioning Units (ACUs) <i>Specifications:</i> -2.0 HP -Inverter -Split Type -with 1 year Warranty -Installation (not included)	5	30,000.00	150,000.00	
		xxxxx nothing follows xxxxx				
					<b>150,000.00</b>	
Requisitioning Officer						
Signature:						
Printed Name: <b>RODOLFO R. DIAWA</b>						
Designation: <b>CHIEF, GSD-MFAS</b>						
<b>Purpose</b> Replacement of defective ACUs (4 units-MFAS, 1 unit-MISS).						
<b>CERTIFICATION</b>						
<input checked="" type="checkbox"/> FUNDS AVAILABLE		 <b>ATTY. MARVIC S. RAMOS, CPA</b> Chief, Budget Division				
<input type="checkbox"/> NO FUNDS AVAILABLE						
			<input checked="" type="checkbox"/> <b>Approved</b>		<input type="checkbox"/> <b>Disapproved</b>	
Signature:						
Printed Name: <b>Atty. HERNANI N. FABIA</b>						
Designation: <b>Administrator</b>						
Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP, special projects, etc.)						

WITH SUPPLEMENTAL TO PPMP  
FY: \_\_\_\_\_  
  
**MELLANIE T. BALIN**  
 Chief, Administrative Officer



## 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]*