



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10246801
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF COURIER SERVICE TO TRANSPORT MULTIPLE OUTPUT POWER BANK WITH CABLE FROM MANILA TO LONDON, UNITED KINGDOM AS PART OF CAMPAIGN STRATEGY FOR THE PHILIPPINES CANDIDATURE TO THE IMO COUNCIL
Area of Delivery Metro Manila

Solicitation Number:	2023-09-447	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:	Mail and Cargo Transport Services	Document Request List	0
Approved Budget for the Contract:	PHP 139,200.00		
Delivery Period:	7 Day/s		
Client Agency:			
Contact Person:	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	Date Published	21/10/2023
		Last Updated / Time	20/10/2023 14:33 PM
		Closing Date / Time	26/10/2023 12:00 PM

Description

PROCUREMENT OF COURIER SERVICE TO TRANSPORT MULTIPLE OUTPUT POWER BANK WITH CABLE FROM MANILA TO LONDON, UNITED KINGDOM AS PART OF CAMPAIGN STRATEGY FOR THE PHILIPPINES CANDIDATURE TO THE IMO COUNCIL UNDER THE CATEGORY C FOR BIENNUM 2024-2025

Please see attached files.

Quotation, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

Created by ATTY. SHARON L. DE CHAVEZ - ALEDO

Date Created 20/10/2023



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 OSS through its Bids and Awards Committee (BAC), intends to PROCURE COURIER SERVICE TO TRANSPORT MULTIPLE OUTPUT POWER BANK WITH CABLE FROM MANILA TO LONDON, UNITED KINGDOM AS PART OF CAMPAIGN STRATEGY FOR THE PHILIPPINE CANDIDATURE TO THE IMO COUNCIL UNDER THE CATEGORY C FOR BIENNIUM 2024-2025 in accordance with Section 53.9 (Small Value Procurement) of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, The Approved Budget for the Contract (ABC) One Hundred Thirty-Nine Thousand Two Pesos (Php139,200.00). 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 16 of OCTOBER 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 **2022 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 the BAC Secretariat at bacsec@marina.gov.ph


ATTY. SHARON D. ALEJO
BAC Chairperson

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila
(+632) 8524-6518 | marina.gov.ph | 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.

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:

SPECIFICATIONS

PROCUREMENT OF COURIER SERVICE TO TRANSPORT MULTIPLE OUTPUT POWER BANK WITH CABLE FROM MANILA TO LONDON, UNITED KINGDOM AS PART OF CAMPAIGN STRATEGY FOR THE PHILIPPINE CANDIDATURE TO THE IMO COUNCIL UNDER THE CATEGORY C FOR BIENNIUM 2024-2025

Item	Description	Training Provider's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)										
1	The following are the minimum requirements for the service courier:													
	<table border="1"> <tr> <td>Quantity</td> <td>For Diplomatic Shipment • 1 wood Crate</td> </tr> <tr> <td>Dimension</td> <td>61 x 61 x 61 cm (1 crate)</td> </tr> <tr> <td>Total Weight</td> <td>120 kg</td> </tr> <tr> <td>Volumetric Weight</td> <td>70 kg</td> </tr> <tr> <td>Chargeable Weight</td> <td>120 kg</td> </tr> </table>	Quantity	For Diplomatic Shipment • 1 wood Crate	Dimension	61 x 61 x 61 cm (1 crate)	Total Weight	120 kg	Volumetric Weight	70 kg	Chargeable Weight	120 kg			
	Quantity	For Diplomatic Shipment • 1 wood Crate												
	Dimension	61 x 61 x 61 cm (1 crate)												
	Total Weight	120 kg												
	Volumetric Weight	70 kg												
Chargeable Weight	120 kg													

*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 COURIER SERVICE TO TRANSPORT MULTIPLE OUTPUT POWER BANK WITH CABLE FROM MANILA TO LONDON, UNITED KINGDOM AS PART OF CAMPAIGN STRATEGY FOR THE PHILIPPINE CANDIDATURE TO THE IMO COUNCIL UNDER THE CATEGORY C FOR BIENNIUM 2024-2025				
Item	Description		Delivery Term	Service Provider's Statement of Compliance
	LOGISTICAL SUPPORT/REQUIREMENTS		The service to be rendered shall be delivered within seven (7) working days upon the receipt of Notice of Award and (NOA) Notice to Proceed (NTP).	
	Quantity	For Diplomatic Shipment • 1 wood Crate		
	Dimension	61 x 61 x 61 cm (1 crate)		
	Total Weight	120 kg		
	Volumetric Weight	70 kg		
	Chargeable Weight	120 kg		
	DOCUMENTARY REQUIREMENTS			
	a. Copy of PhilGEPS Registration Number b. Business/Mayor's Permit c. Omnibus Sworn Statement "with an attachment showing proof of authorization (Special Power of Attorney or Secretary's Certificate/Board Resolution, whichever is applicable).			

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF COURIER SERVICE TO TRANSPORT MULTIPLE OUTPUT POWER BANK WITH CABLE FROM MANILA TO LONDON, UNITED KINGDOM AS PART OF CAMPAIGN STRATEGY FOR THE PHILIPPINE CANDIDATURE TO THE IMO COUNCIL UNDER THE CATEGORY C FOR BIENNIUM 2024-2025

Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Thirty-Nine Thousand Two Pesos (<i>Php139,200.00</i>)	In words: _____ _____ _____
	In figures: _____ _____ _____

Terms of Payment:

The payment shall be paid through Authorized to Debit Account (ADA) to the winning bidder within seven (7) working days after service has been rendered with corresponding billing statement.

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. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.
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

5
06
4



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF COURIER SERVICE TO TRANSPORT MULTIPLE OUTPUT POWER BANK WITH CABLE FROM MANILA TO LONDON, UNITED KINGDOM AS PART OF CAMPAIGN STRATEGY FOR THE PHILIPPINE CANDIDATURE TO THE IMO COUNCIL UNDER THE CATEGORY C FOR BIENNIUM 2024-2025

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/service-providers to provide the needed requirements for the procurement of courier service to transport Multiple Output Power Bank with Cable from Manila to London, United Kingdom as part of the campaign strategy for the Philippine Candidature to the IMO Council under Category C for Biennium 2024-2025.

II. LOGISTICAL SUPPORT/REQUIREMENTS

The following are the minimum requirements for the service courier:

Quantity	For Diplomatic Shipment • 1 wood Crate
Dimension	61 x 61 x 61 cm (1 crate)
Total Weight	120 kg
Volumetric Weight	70 kg
Chargeable Weight	120 kg

III. APPROVED BUDGET FOR THE CONTRACT

The total cost for the procurement of courier service to transport the said tokens shall be **ONE HUNDRED THIRTY-NINE THOUSAND TWO HUNDRED PESOS (Php139,200.00)**, inclusive of Value-Added Tax (VAT), which shall be charged against OSS budget for the Fiscal Year 2023.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

IV. DOCUMENTARY REQUIREMENTS

- a. Copy of PhilGEPS Registration Number
- b. Business/Mayor's Permit
- c. Omnibus Sworn Statement "with an attachment showing proof of authorization (Special Power of Attorney or Secretary's Certificate/Board Resolution, whichever is applicable).

V. PERIOD OF DELIVERY

The service to be rendered shall be delivered within seven (7) working days upon the receipt of Notice of Award and (NOA) Notice to Proceed (NTP).

VI. PAYMENT TERMS

The payment shall be paid through Authorized to Debit Account (ADA) to the winning bidder within seven (7) working days after service has been rendered with corresponding billing statement.

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.

Prepared by:


MS. JUDY L. HONRADO
Chief, CSMID


Recommending Approval:



MS. PRECILA C. JARA
Officer-in-Charge
Overseas Shipping Service (OSS)



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

Reviewed by:


MS. BUENA G. RAMOS
Head TWG
Small Value Procurement


Atty. SHARON L. DE CHAVEZ – ALEJO
Chairperson, BAC

Approved by:


Atty. HERNANI N. FABIA
Administrator

JLH/ANH
OSS CSMD 1458



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

PURCHASE REQUEST

Office:		OVERSEAS SHIPPING SERVICE	PR No. : 2023-04-447		
Division/Section:		CSMID	SAI No. <u>RED 2 R 7073</u>		
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Procurement of Courier Service to transport tokens from Manila to London for the Philippine Candidature to the IMO Council under Category C for Biennium 2024 - 2025			139,200.00
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> INCLUDED IN THE APP FY <u>2023</u> CERTIFIED BY: <u>[Signature]</u> <u>MELLANIE T. BALIN</u> Chief, Administration & Compliance </div>					
Total					139,200.00
Requisitioning Officer:					
Signature: <u>[Signature]</u>					
Printed Name: <u>MS. PRECILA C. JARA</u>					
Designation: <u>Officer-in-Charge, OSS</u>					
Purpose: Procurement of Courier Service to transport tokens from Manila to London for the Philippine Candidature to the IMO Council under Category C for Biennium 2024 - 2025					
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE					
<input checked="" type="checkbox"/> Approved					
<input type="checkbox"/> Disapproved <u>ATTY. MARIVIC S. RAMOS</u> CHIEF-BUDGET DIVISION					
PR Approver:					
Signature: <u>[Signature]</u>					
Printed Name: <u>ATTY. HERNANILY FABIA</u>					
Designation: <u>ADMINISTRATOR</u>					
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]

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]