



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10175245  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** PROCUREMENT OF MATERIALS FOR THE INSTALLATION OF NEW AIRCONDITIONING UNIT (ACU) FOR THE MARINA CENTRAL OFFICE BUILDING - 2ND POSTING  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-09-415	<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>	Airconditioning Maintenance Services	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b>	PHP 114,355.00		
<b>Delivery Period:</b>	7 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>	29/09/2023
		<b>Last Updated / Time</b>	28/09/2023 14:59 PM
		<b>Closing Date / Time</b>	05/10/2023 12:00 PM

#### Description

PROCUREMENT OF MATERIALS FOR THE INSTALLATION OF NEW AIRCONDITIONING UNIT (ACU) FOR THE MARINA CENTRAL OFFICE BUILDING - 2ND POSTING

Please see attached files or you may visit <https://marina.gov.ph/small-value-procurement/>

**Created by** ATTY. SHARON L. DE CHAVEZ - ALEDO

**Date Created** 28/09/2023



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 MATERIALS FOR THE INSTALLATION OF NEW AIR CONDITIONING UNIT (ACU) FOR THE MARINA CENTRAL OFFICE BUILDING in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Fourteen Thousand Three Hundred Fifty-five Pesos only (P114,355.00)**. 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 05 October 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 PhilGEPS Registration, Updated Business/Mayor's Permit 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 MATERIALS FOR THE INSTALLATION OF NEW AIR  
CONDITIONING UNIT (ACU) FOR THE MARINA CENTRAL OFFICE BUILDING**

Item	Description	QTY	UNIT	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	soft copper pipe/tube 1/2"	4	roll			
2	soft copper pipe/tube 3/8"	4	roll			
3	soft copper pipe/tube 5/8"	4	roll			
4	soft copper pipe/tube 1/4"	2	roll			
5	insulation pipe 1/4x3/4"	40	pcs			
6	insulation pipe 3/8x3/4"	40	pcs			
7	polyethylene tape(white)	15	pcs			
8	mopp gas	3	pcs			
9	Freon	3	tank			
10	electrical tape big	15	pcs			
11	electrical wire stranded 3.5	1	box			
12	nema 3r breaker 30 amps	5	pcs			
13	Nitrogen	1	tank			
14	welding rod	1	box			
15	angle bar 2"x2"	3	pcs			
16	Rugby	3	bottle			
17	expansion bolt 3/8"	50	pcs			
18	bolt 3/8 x1.5"	30	pcs			
19	screw w/ tox 1.5in.	1	box			

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

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

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

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Office Telephone No.

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Fax/Mobile No.

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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 MATERIALS FOR THE INSTALLATION OF NEW AIR CONDITIONING UNIT (ACU) FOR THE MARINA CENTRAL OFFICE BUILDING					
Item	Description			Delivery Term	Bidders Statement of Compliance in Delivery Date
<b>SPECIFICATIONS</b>					
	<b>Item no.</b>	<b>QT Y</b>	<b>UNIT</b>	<b>ITEM DESCRIPTION</b>	The term of delivery will be for the period of seven (7) days, effective upon receipt of the Notice to Proceed (NTP) and Purchase Order (PO).
	1	4	roll	soft copper pipe/tube 1/2"	
	2	4	roll	soft copper pipe/tube 3/8"	
	3	4	roll	soft copper pipe/tube 5/8"	
	4	2	roll	soft copper pipe/tube 1/4"	
	5	40	pcs	insulation pipe 1/4x3/4"	
	6	40	pcs	insulation pipe 3/8x3/4"	
	7	15	pcs	polyethylene tape(white)	
	8	3	pcs	mopp gas	
	9	3	tank	Freon	
	10	15	pcs	electrical tape big	
	11	1	box	electrical wire stranded 3.5	
	12	5	pcs	nema 3r breaker 30 amps	
	13	1	tank	Nitrogen	
	14	1	box	welding rod	
	15	3	pcs	angle bar 2"x2"	
	16	3	bottle	Rugby	
	17	50	pcs	expansion bolt 3/8"	
	18	30	pcs	bolt 3/8 x1.5"	
	19	1	box	screw w/ tox 1.5in.	
<b>DOCUMENTARY REQUIREMENTS</b>					
Prospective bidders shall have to submit the following documents together with the Quotation:					
<ol style="list-style-type: none"> <li>1. Valid PhilGEPs Registration/PhilGEPS Registration Number;</li> <li>2. Updated Business/Mayor's Permit;</li> </ol>					

	<p>3. Omnibus Sworn Statement;</p> <p>5.1 To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship), or</p> <p>5.2 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).</p>		
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\_\_\_\_\_  
Signature over Printed Name

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

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

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

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

**FINANCIAL OFFER**

**PROCUREMENT FOR MATERIALS FOR THE INSTALLATION OF NEW AIR  
CONDITIONING UNIT (ACU) FOR THE MARINA CENTRAL OFFICE BUILDING**

**Approved Budget for the Contract (ABC)**

**Total Offered Quotation**

**One Hundred Fourteen Thousand Three  
Hundred Fifty-five Pesos only  
(P114,355.00)**

In words: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In figures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Terms of Payment:**

The payment shall be made within thirty (30) days upon receipt of Billing Invoice/ SOA and upon issuance of inspection and Acceptance of 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. 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



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Office Telephone No.

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Fax/Mobile No.

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Email Address/es

**TERMS OF REFERENCE (TOR)**  
**PROCUREMENT OF MATERIALS FOR THE INSTALLATION OF NEW**  
**AIR CONDITIONING UNIT (ACU) FOR THE**  
**MARINA CENTRAL OFFICE BUILDING**

Building at 20<sup>th</sup> Street cor. Rail Road Street cor. Bonifacio Drive, South  
Harbor Manila

## TERMS OF REFERENCE (TOR)

### PROCUREMENT OF MATERIALS FOR THE INSTALLATION OF NEW AIR CONDITIONING UNIT (ACU) FOR THE MARINA CENTRAL OFFICE BUILDING

Building at 20<sup>th</sup> Street cor. Rail Road Street cor. Bonifacio Drive, South Harbor Manila

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#### 1. PURPOSE

The purpose of the procurement is for the installation of a new (5) ACUs and to have a sufficient cooling system at the staff working areas on the 10<sup>th</sup>-floor (MFAS), 12<sup>th</sup>-floor (MRO-NCR), 3<sup>rd</sup>-floor (STCW Certification Division), 2nd-Floor (MDS), and 9th-floor (MISS) in the MARINA Central Office Building.

#### 2. APPROVED BUDGET OF THE CONTRACT

The total Approved Budget for the Contract (ABC) for this procurement is One Hundred Fourteen Thousand and Three Hundred Fifty-Five Pesos (Php14,355.00), inclusive of all applicable national and local taxes, Chargeable to the FY 2023 General Appropriation Act (GAA).

#### 3. SPECIFICATIONS

Item no.	QTY	UNIT	ITEM DESCRIPTION
1	4	roll	soft copper pipe/tube 1/2"
2	4	roll	soft copper pipe/tube 3/8"
3	4	roll	soft copper pipe/tube 5/8"
4	2	roll	soft copper pipe/tube 1/4"
5	40	pcs	insulation pipe 1/4x3/4"
6	40	pcs	insulation pipe 3/8x3/4"
7	15	pcs	polyethylene tape(white)
8	3	pcs	mopp gas
9	3	tank	Freon
10	15	pcs	electrical tape big
11	1	box	electrical wire stranded 3.5
12	5	pcs	nema 3r breaker 30 amps
13	1	tank	Nitrogen
14	1	box	welding rod
15	3	pcs	angle bar 2"x2"
16	3	bottle	Rugby
17	50	pcs	expansion bolt 3/8"
18	30	pcs	bolt 3/8 x1.5"
19	1	box	screw w/ tox 1.5in.

**4. DELIVERY TERM**

The term of delivery will be for the period of seven (7) days, effective upon receipt of the Notice to Proceed (NTP) and Purchase Order (PO).

**5. PAYMENT TERM**

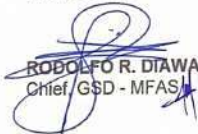
The payment shall be made within thirty (30) days upon receipt of Billing Invoice/ SOA and upon issuance of inspection and Acceptance of Report by MARINA.

**6. DOCUMENTARY REQUIREMENTS**

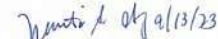
Prospective bidders shall have to submit the following documents together with the Quotation:

- 1. Valid PhilGEPs Registration/PhilGEPs Registration Number;
- 2. Updated Business/Mayor's Permit;
- 3. Omnibus Sworn Statement;
  - 5.1 To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship), or
  - 5.2 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).

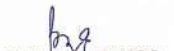
**Prepared by:**

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

**Recommending Approval:**

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

**Reviewed by:**

  
**BUENA G. RAMOS**  
 IT Officer IV, MISS as  
 Head TWG

  
**Atty. SHARON D. ALEJO**  
 Director II, LS as  
 BAC Chairperson

**APPROVED / ~~DISAPPROVED~~:**

  
**ATTY. HERNANI N. FABIA**  
 Administrator



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

**PURCHASE REQUEST**

Office:		MFAS	PR No.:	2623-04-415		
Division/Section:		GSD	SAI No.:	SEP 11 2023		
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
1	roll	soft copper pipe/tube 1/2"	4	3700	14,800.00	
2	roll	soft copper pipe/tube 3/8"	4	3200	12,800.00	
3	roll	soft copper pipe/tube 5/8"	4	4800	19,200.00	
4	roll	soft copper pipe/tube 1/4"	2	2200	4,400.00	
5	pcs	insulation pipe 1/4x3/4"	40	70	2,800.00	
6	pcs	insulation pipe 3/8x3/4"	40	80	3,200.00	
7	pcs	polythelene tape(white)	15	150.00	2,250.00	
8	pcs	mopp gas	3	520.00	1,560.00	
9	tank	freon	3	7,000.00	21,000.00	
10	pcs	electrical tape big	15	55.00	825.00	
11	box	electrical wire stranded 3.5	1	5,300.00	5,300.00	
12	pcs	nema 3r breaker 30 amps	5	1,500.00	7,500.00	
13	tank	nitrogen	1	3,000.00	3,000.00	
14	box	welding rod	1	3,000.00	3,000.00	
15	pcs	angle bar 2"x2"	3	900.00	2,700.00	
16	bottle	rugby	3	150.00	450.00	
17	pcs	expantion bolt 3/8"	50	140.00	7,000.00	
18	pcs	bolt 3/8 x1.5"	30	69.00	2,070.00	
19	box	screw w/ tox 1.5"	1	500.00	500.00	
					<b>Total</b>	<b>114,355.00</b>

Requisitioning Officer:

Signature:

Printed Name:

~~RODOLFO R. DIAWA~~

Designation:

CHIEF, GSD

Purpose:

For the installation of new Air Conditioning Unit (ACU)

**CERTIFICATION**



Atty. MARIVIC S. RAMOS, CPA

Chief, Budget Division

Approved

Disapproved

PR Approver:

Signature:

Printed Name:

Atty. VERNANI N. TABIA

Designation:

ADMINISTRATOR

INCLUDED IN THE APP FY 2025  
CERTIFIED BY:

MELANIE T. BALIN

Chief, Administrative Services Section

MA 9/13/23

## 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]*