



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10179744  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** MAINTENANCE OF SMARTROW CABINET (2ND POSTING)

**Area of Delivery**

<b>Solicitation Number:</b>	2023-07-315	<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 - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Information Technology		
<b>Approved Budget for the Contract:</b>	PHP 200,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	12 Month/s		
<b>Client Agency:</b>		<b>Date Published</b>	30/09/2023
<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>Last Updated / Time</b>	29/09/2023 16:28 PM
		<b>Closing Date / Time</b>	04/10/2023 12:00 PM

**Description**

MAINTENANCE OF SMARTROW CABINET (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** 29/09/2023

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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 **Maintenance of Smartrow Cabinet** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Two Hundred Thousand Pesos (P200,000.00)**, inclusive of all applicable government charges. 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 04 O'CLOCK - 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, Omnibus Sworn Statement and Proof of Qualification of the Supplier** 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 D. ALEJO  
BAC Chairperson

**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:

Item No.	Description/Technical Specifications	Supplier's Statement of Compliance	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
	<b>1 Year Maintenance of Smartrow Cabinet</b>			
<b>1 LOT</b>	<b>A. Mobilization:</b>  a.1. Perform Monthly Preventive Maintenance of SmartRow Cabinet a.2. Provide the necessary expert advice, project management and manpower to perform the proposed scope of works.			
	<b>B. Project Management:</b>  b.1. The supplier shall appoint a contact person who will be responsible for the coordination and management of the project throughout its completion. He/She will be the primary interface in coordinating efforts and tasks for the delivery and implementation of the project.			
	<b>C. Support:</b>  c.1. Local Support Services - 1 Year Support coverage 24x7 <ul style="list-style-type: none"> <li>• Email, phone, Remote and on-site (for Severity 1)</li> </ul> c.2. Technical Support <ul style="list-style-type: none"> <li>• Support Ticket status updates</li> <li>• Level 1 and Level 2 Support</li> <li>• Status reporting</li> </ul>			

	<p><b>D. Scope:</b></p> <p>d.1. Data Cabinet Preventive Maintenance</p> <ul style="list-style-type: none"> <li>• Quarterly check-up of electrical properties and settings for racks</li> <li>• Cleaning and preventive maintenance every quarter of the PACU / aircon drain</li> <li>• Checking of system warnings and alarms</li> <li>• On-site / On-call tech support outside of regular PM schedule on a case-to-case basis.</li> </ul> <p>d.2. Data Cabinet Corrective Maintenance</p> <ul style="list-style-type: none"> <li>• Perform Corrective Maintenance</li> </ul>			
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\_\_\_\_\_  
Signature over Printed Name

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

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

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

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

## SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as week/months stipulates hereafter a delivery date, which is the date to the project site.

Item No.	Description	Delivery Schedule	Supplier's Statement of Compliance
	<p><b>TECHNICAL SPECIFICATIONS</b></p> <p><b>A. Mobilization:</b></p> <p>a.1. Perform Monthly Preventive Maintenance of SmartRow Cabinet</p> <p>a.2. Provide the necessary expert advice, project management and manpower to perform the proposed scope of works</p> <p><b>B. Project Management:</b></p> <p>b.2. The supplier shall appoint a contact person who will be responsible for the coordination and management of the project throughout its completion. He/She will be the primary interface in coordinating efforts and tasks for the delivery and implementation of the project.</p> <p><b>C. Support:</b></p> <p>c.1. Email Server Maintenance Local Support Services - 1 Year Support coverage 24x7</p> <ul style="list-style-type: none"> <li>• Email, phone, Remote and on-site (for Severity 1)</li> </ul> <p>c.2. Technical Support</p> <ul style="list-style-type: none"> <li>• Support Ticket status updates</li> <li>• Level 1 and Level 2 Support</li> <li>• Status reporting</li> </ul> <p><b>D. Scope:</b></p> <p>d.1. Data Cabinet Preventive Maintenance</p> <ul style="list-style-type: none"> <li>• Quarterly check-up of electrical properties and settings for racks</li> <li>• Cleaning and preventive maintenance every quarter of the PACU / aircon drain</li> <li>• Checking of system warnings and alarms</li> <li>• On-site / On-call tech support outside of regular PM schedule on a case-to-case basis.</li> </ul> <p>d.2. Data Cabinet Corrective Maintenance</p> <ul style="list-style-type: none"> <li>• Perform Corrective Maintenance</li> </ul>	<p>Twenty (20) Working Days upon Receipt of Purchase Order/ Notice to Proceed.</p>	
	<p><b>WARRANTY</b></p> <p>The warranty shall be for a period of One (1) year.</p>		

	<p><b>SUPPORT</b></p> <ul style="list-style-type: none"> <li>- The supplier shall provide daily 8 by 5 phone, email, and remote support with critical level onsite assistance</li> <li>- The supplier must provide a monthly health check during the maintenance period.</li> </ul>	<p>Twenty (20) Working Days upon Receipt of Purchase Order/ Notice to Proceed.</p>	
	<p><b>QUALIFICATION OF THE SUPPLIER</b></p> <ul style="list-style-type: none"> <li>- The supplier must have at least one (1) successful IT Related Projects with Maintenance components/provisions within the last two (2) years.</li> <li>- The supplier should submit at least two (2) Client Satisfactory Certificates related to Information Technology Projects.</li> </ul>	<p><b>Required to be submitted along with your signed quotation/ proposal</b></p>	
	<p><b>OTHER DOCUMENTARY REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>- Valid Business/Mayor's Permit</li> <li>- PhilGEPS Registration</li> <li>- Notarized Omnibus Sworn Statement (accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable)</li> </ul>	<p><b>Required to be submitted along with your signed quotation/ proposal</b></p>	

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

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

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

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

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

**FINANCIAL OFFER**

Approved Budget for the Contract	Total Offered Quotation
<b>Two Hundred Thousand Pesos (P200,000.00)</b>	In words: _____ _____ _____  In figures: _____ _____ _____

<b>Terms of Payment:</b>	Payment shall be made on monthly basis for Twelve (12) Months, thirty (30) days upon the receipt of the Billing Statement and Service/Accomplishment Report on a Bank-to-Bank basis.  In case of Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, or other Commercial Banks, the applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.
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, denominated in Philippine peso, shall include all taxes, duties and/or other charges payable relative to the items described in the RFQ.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submission in response to the RFQ shall be in hard copy with fresh signature only. Submission in electronic copies shall 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**  
**MAINTENANCE OF SMARTROW CABINET**

**I. Background**

The Maritime Industry Authority (MARINA) was created on 01 June 1974 as an attached Agency to the Office of the President (OP) with the issuance of Presidential Decree No. 474, otherwise known as the Maritime Industry Decree of 1974, to integrate the development, promotion and regulation of the maritime industry in the country and the creation of the Ministry (now Department) of Transportation (DOTr) by virtue of Executive Order No. 546, the MARINA was attached to the DOTr for policy and program coordination on 23 July 1979. By virtue of Republic Act No. 10635, the Maritime Industry Authority (MARINA) is established as the "Single Maritime Administration" responsible for the implementation and enforcement of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended, and International Agreements or Covenants related thereto.

The day-to-day operation of the Maritime Industry Authority's Standards Training, Certification and Seafarer Watchkeeping (STCW) depends on the reliability of IT equipment. Consider the accessibility of the online system for MARINA-STCW offices and stakeholders with little or no downtime.

**II. Objective**

Maintenance of the smarthrow cabinet lengthens the lifespan and lowers the need for repairs and replacements.

**III. Approved Budget Contract**

The supplier shall bid for all items described in this Terms of reference, which shall not exceed the Approved Budget Contract (ABC) in the amount of Two Hundred Thousand Pesos (200,000.00), inclusive of all applicable government charges.

**IV. Technical Specifications**

**A. Mobilization:**

- a.1. Perform Monthly Preventive Maintenance of SmartRow Cabinet
- a.2. Provide the necessary expert advice, project management and manpower to perform the proposed scope of works.

**B. Project Management:**

- b.1. The supplier shall appoint a contact person who will be responsible for the coordination and management of the project throughout its completion. He/She will be the primary interface in coordinating efforts and tasks for the delivery and implementation of the project.

### **C. Support**

- c.1. Local Support Services - 1 Year Support coverage 24x7
  - Email, phone, Remote and on-site (for Severity 1)
- c.2. Technical Support
  - Support Ticket status updates
  - Level 1 and Level 2 Support
  - Status reporting

### **D.Scope**

- d.1. Data Cabinet Preventive Maintenance
  - Quarterly check-up of electrical properties and settings for racks
  - Cleaning and preventive maintenance every quarter of the PACU / aircon drain
  - Checking of system warnings and alarms
  - On-site / On-call tech support outside of regular PM schedule on a case-to-case basis.
- d.2. Data Cabinet Corrective Maintenance
  - Perform Corrective Maintenance

### **V. Warranty**

The warranty shall be for a period of One (1) year.

### **VI. Support**

- The supplier shall provide daily 8 by 5 phone, email, and remote support with critical level onsite assistance
- The supplier must provide a monthly health check during the maintenance period.

### **VII. Delivery**

- Twenty (20) Working Days upon Receipt of Purchase Order.

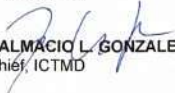
### **VIII. Qualification of the Supplier**

- The supplier must have atleast one (1) successful IT Related Projects with Maintenance components/provisions within the last two (2) years.
- The supplier should submit atleast two (2) Client Satisfactory Certificates related to Information Technology Projects.

## IX. Payment

- The payment shall be made on monthly basis for Twelve (12) Months upon issuance of the Billing Statement and Service/Accomplishment Report on a Bank-to-Bank basis. Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.


Prepared by:

  
DALMACIO L. GONZALES JR.  
Chief, ICTMD

Recommending Approval:

  
SAMUEL L. BATALLA  
Executive Director  
STCW Office

Reviewed by:

  
JOHN E. GUARDAYA  
Head, TWG for IT

  
Atty. SHARON D. ALEDO  
Chairperson, MARINA BAC

APPROVED / DISAPPROVED:

FOR:   
Atty. HERNANI N. FABIA  
Administrator

Version 3  
September 11, 2023



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
**MARITIME INDUSTRY AUTHORITY**



**PURCHASE REQUEST**

Office: STCW OFFICE PR No.: 2023-07-315 IIII 05 2023  
 Division/Section: ICTMD SAI No.: \_\_\_\_\_  
 Date Request: 04 JUL 2023

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		<b>MAINTENANCE OF SMARTROW CABINET</b>	1	200,000.00	200,000.00
*****	*****	*****	*****	*****	*****

INCLUDED IN THE APP.FY 2023  
 CERTIFIED BY: *[Signature]*  
**MELLANIE T. BALIN**  
 Chief, Accounts & Finance Center

**Requisitioning Officer**

Signature: \_\_\_\_\_  
 Printed Name: **SAMUEL L. BATALLA**  
 Designation: Executive Director  
 Office of the Executive Director  
 STCW Office

**Purpose:**  
 To ensure the optimal performance, dependability, and longevity of the SmartRow Cabinet located at the ICTMD Server Room.

FUNDS AVAILABLE  
 NO FUNDS AVAILABLE

**CERTIFICATION**

*[Signature]*  
**ATTY. MARIVIC S. RAMOS**  
 Chief, Budget Division

Approved       Disapproved  
**PR Approver**

Signature: \_\_\_\_\_  
 Printed Name: *[Signature]*  
**Atty. HERNANI M. FABIA**  
 Designation: Administrator

**Note:** *[Handwritten note]*

## Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

1. [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]*