



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8718267
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title Procurement of Various Office Supplies and Materials for 2nd Quarter CY 2022
Area of Delivery Metro Manila

Solicitation Number:	2022-05-280	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 132,495.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:			
Contact Person:	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	Date Published	02/06/2022
		Last Updated / Time	01/06/2022 13:33 PM
		Closing Date / Time	06/06/2022 13:00 PM
Description Procurement of Various Office Supplies and Materials for 2nd Quarter CY 2022 Please see attached file. You may visit our website at marina.gov.ph (under transparency tab)			

Created by DIR. ARSENIO F. LINGAD II
Date Created 01/06/2022

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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 Number : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Standards of Training, Certification and Watchkeeping Office (STCWO)** through its Bids and Awards Committee (BAC), intends to **PROCURE VARIOUS OFFICE SUPPLIES AND MATERIALS FOR 2ND QUARTER** for CY 2022 in accordance with Section 52.1(b) (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Thirty Two Thousand Four Hundred Ninety Five Pesos (P132,495)**. 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 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 Permit¹** and **PhilGEPS Registration Number** 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@mail.marina.gov.ph


DIR. ARSENIO F. LINGAD II
BAC Chairperson

¹ 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.

²Manually filed tax returns or filed through the EFPS

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.

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:

MINIMUM SPECIFICATION

PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR 2ND QUARTER 2022						
No.	Scope of Service Description	Quantity	Unit	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	1. Clip, backfold, 19mm	40	BOX			
	2. Clip, backfold, 25mm	40	BOX			
	3. Clip, backfold, 50mm	25	BOX			
	4. Envelope, Expanding kraft, legal	25	BOX			
	5. Marker, flourescent, assorted collors (3 pcs/set)	45	SET			
	6. Marker, Permanent, black, bullet type	45	PCS			
	7. Paper, Clip, vinyl/plastic, coated, 33mm	37	BOX			
	8. Paper, Clip, vinyl/plastic, coated, 50mm	37	BOX			
	9. Pencil, lead, with eraser	25	BOX			
	10. Blade, for general purpose cutter/utility knife	20	PCS			

11. Cutter/Utility knife, for general purpose	20	PCS			
12. Stapler, standard type	13	PCS			
13. Staple Remover, plier type	25	PCS			
14. Paper, Mimeo, Groundwood, A4	50	REAM			
15. Paper, Mimeo, Groundwood, legal50	50	REAM			
16. Paper, Multi-Purpose, legal, 70gsm	300	REAM			
17. Sticker Paper, A4 (white)	50	PACK			
18. Note Pad, stick on, (2" x 3") min	25	PAD			
19. Note Pad, stick on, (3" X3") min	25	PAD			
20. Notebook, Stenographer	50	PCS			
21. Insecticide aerosol type	39	CAN			
22. File Tab Divider, Bristol board, A4 (white)	15	PACK			
23. File Tab Divider, Bristol board, legal (white)	15	PACK			

**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.

CONDITIONS AND SUPPLIER RESPONSIBILITIES

PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR 2ND QUARTER 2022		
Item	Description	Bidders Statement of Compliance
1 LOT	<ol style="list-style-type: none"> 1. The prospective supplier shall bid in the above-listed items; 2. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; 3. The prospective supplier shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA; and 4. The prospective supplier shall submit the following documents: <ol style="list-style-type: none"> a) Copy of PhilGEPS Registration; b) Mayor's/Business Permit c) Copy of Business/Income Tax Return (ITR) d) Omnibus Sworn Statement 	
	<p>PERIOD OF DELIVERY:</p> <p>— The delivery shall be within (30) calendar days from the receipt of Notice to Proceed and Purchase Order.</p>	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR 2ND QUARTER 2022	
Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Thirty Two Thousand Four Hundred Ninety Five Pesos (P 132,495).	<div style="margin-bottom: 10px;">In words: _____ _____ _____</div> <div>In figures: _____ _____ _____</div>

Terms of Payment:

1. Within fifteen to thirty (15-30) 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 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



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST					
Office: <u>STCW OFFICE</u>			PR No.: <u>2022-05-280</u>		
Division/Section: <u>ASD</u>			SAI No.: <u>12 MAY 2022</u>		
Date Request: <u>06 May 2022</u>					
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	box	Clip, backfold, 19mm	40	12.00	480.00
2	box	Clip, backfold, 25mm	40	20.00	800.00
3	box	Clip, backfold, 50mm	25	65.00	1,625.00
4	box	Envelope, Expanding kraft, legal	25	900.00	22,500.00
5	pcs	Marker, Fluorescent assorted colors (3 pcs/set)	45	39.00	1,755.00
6	pcs	Marker, Permanent, black, bullet type	45	25.00	1,125.00
7	box	Paper Clip, vinyl/plastic, coated, 33mm	37	10.00	370.00
8	box	Paper Clip, vinyl/plastic, coated 50mm	37	15.00	555.00
9	box	Pencil, lead, with eraser	25	25.00	625.00
10	pc	Blade, for general purpose cutter/utility knife	20	18.00	360.00
11	pc	Cutter/Utility knife, for general purpose	20	35.00	700.00
12	pc	Stapler, standard type	13	150.00	1,950.00
13	pc	Staple Remover, plier type	25	28.00	700.00
14	ream	Paper, Mimeo, Groundwood, A4	50	180.00	9,000.00
15	ream	Paper, Mimeo, Groundwood, legal	50	200.00	10,000.00
16	ream	Paper, Multi-Purpose, legal, 70gsm	300	210.00	63,000.00
17	pack	Sticker Paper, A4	50	150.00	7,500.00
18	pad	Note Pad, stick on, (2"x3") min	25	38.00	950.00
19	pad	Note Pad, stick on, (3x3) min	25	55.00	1,375.00
20	pc	Notebook, Stenographer	50	15.00	750.00
21	can	Insecticide, aerosol type	39	150.00	5,850.00
22	pack	File Tab Divider, Bristol board, A4	15	15.00	225.00
23	pack	File Tab Divider, Bristol board, Legal	15	20.00	300.00
					132,495.00
Requisitioning Officer					
Signature:		 VADM RENE V MEDINA AFP (Ret) Executive Director / STCW Office			
Printed Name:					
Designation:					
Purpose:		For official use of diff. Divisions of the STCW Office (2 nd Quarter 2022). Items are currently not available from PS-DBM. Hence, said items will be procured from other sources/suppliers.			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		 ATTY. MARIVIC S. RAMOS Chief, Budget Division			
		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
		PR Approver			
Signature:		 VADM ROBERT A EMPEDRAD AFP (Ret) Administrator			
Printed Name:					
Designation:					
Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP, special projects, etc.)					
INCLUDED IN THE APP FY 2022 MELLANIE T. BALIN Chief, Administrative Officer GSD-MFAS					

**TERMS OF REFERENCE
FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS
FOR 2nd QRT 2022**

1. INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities for the following:

CONTRACT PACKAGE	ITEM DESCRIPTION	QTY	UNIT
1 LOT	1. Clip, backfold, 19mm	40	BOX
	2. Clip, backfold, 25mm	40	BOX
	3. Clip, backfold, 50mm	25	BOX
	4. Envelope, Expanding kraft, legal	25	BOX
	5. Marker, flourescent, assorted collors (3 pcs/set)	45	SET
	6. Marker, Permanent, black, bullet type	45	PCS
	7. Paper, Clip, vinyl/plastic, coated, 33mm	37	BOX
	8. Paper, Clip, vinyl/plastic, coated, 50mm	37	BOX
	9. Pencil, lead, with eraser	25	BOX
	10. Blade, for general purpose cutter/utility knife	20	PCS
	11. Cutter/Utility knife, for general purpose	20	PCS
	12. Stapler, standard type	13	PCS
	13. Staple Remover, plier type	25	PCS
	14. Paper, Mimeo, Groundwood, A4	50	REAM
	15. Paper, Mimeo, Groundwood, legal50	50	REAM
	16. Paper, Multi-Purpose, legal, 70gsm	300	REAM
	17. Sticker Paper, A4 (white)	50	PACK
	18. Note Pad, stick on, (2" x 3") min	25	PAD
	19. Note Pad, stick on, (3" X3") min	25	PAD
	20. Notebook, Stenogrhapr	50	PCS
	21. Insecticide aerosol type	39	CAN
	22. File Tab Divider, Bristol board, A4 (white)	15	PACK
	23. File Tab Divider, Bristol board, legal (white)	15	PACK

2. The Approved Budget for the Contract (ABC) is **ONE HUNDRED THIRTY TWO THOUSAND FOUR HUNDRED NINETY FIVE PESOS ONLY (P132,495.00)** is available which will be charged against the MARINA Central Office Funds FY2022.

3. **CONDITIONS AND SUPPLIER RESPONSIBILITIES:**

- 3.1 The prospective supplier shall bid in the above-listed items;
- 3.2 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.3 The prospective supplier shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA; and
- 3.4 The prospective supplier shall submit the following documents:
- a. Copy of PhilGEPS Registration;
 - b. Mayor's/Business Permit
 - c. Copy of Business/ Income Tax Return (ITR)
 - d. Omnibus Sworn Statement

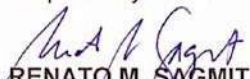
4. **PERIOD OF DELIVERY:**

The delivery shall be within (30) calendar days from the receipt of Notice to Proceed and Purchase Order.

5. **TERMS OF PAYMENT:**

- 5.1 Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report by the MARINA;
- 5.2 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 5.3 The supplier shall provide the bank Account wherein payment will be credited.
- 5.4 Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

Prepared by:


RENATO M. SAGMIT
Administrative Officer III

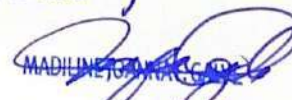
Noted by:


MILABEL J. ADIL
Officer-in-Charge,
Administrative Services Division

Approved by:


VADM RENE V MEDINA AFP (Ret)
Executive Director
STCW Office

Reviewed by:


MADILINE J. GARCIA
5/24/22

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]