



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 REPLACEMENT OF DEFECTIVE ITEMS AT DIRECTOR'S OFFICES AND COMMON COMFORT ROOMS MALE AND FEMALE** 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 **Seventy-nine Thousand Nine Hundred Eighty Pesos (Php 79,980.00)**.

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 27 March 2024** 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 **PhilGEPS Registration, Mayor's Permit / Business Permit, and Omnibus Sworn Statement** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact BAC Secretariat 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:

**SPECIFICATIONS**

| <b>PROCUREMENT OF MATERIALS FOR REPLACEMENT OF DEFECTIVE ITEMS AT DIRECTOR'S OFFICES AND COMMON COMFORT ROOMS MALE AND FEMALE</b> |                    |                                       |             |   |                                  |                                   |
|---|--------------------|---------------------------------------|-------------|---|----------------------------------|-----------------------------------|
| <b>Item</b>   | <b>Description</b> |                                       |             | <b>Supplier's Statement of Compliance</b> | <b>Unit Cost (Vat Inclusive)</b> | <b>Total Cost (Vat Inclusive)</b> |
| <b>1</b>  | <b>UNIT</b>        | <b>ITEM DESCRIPTION</b>               | <b>QTY.</b> |   |                                  |                                   |
| 2   | Pcs                | Exhaust Fan Ceiling Mounted (12"x12") | 14          |   |                                  |                                   |
| 3   | Pcs                | Exhaust Fane Ceiling Mounted (6"x6")  | 11          |   |                                  |                                   |
| 4   | Pcs                | Bidet                                 | 25          |   |                                  |                                   |
| 5   | Set                | Angle Valve One-Way – ½" s/s          | 6           |   |                                  |                                   |
| 6   | Pcs                | Wall-Mounted Faucet 2"x1/2" s/s       | 5           |   |                                  |                                   |
| 7   | Pcs                | Lavatory Faucet ½" s/s                | 1           |   |                                  |                                   |
| 8   | Pcs                | Door Knob                             | 1           |   |                                  |                                   |
| 9   | Pcs                | HCG UF629                             | 3           |   |                                  |                                   |

*\*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

**REQUEST FOR QUOTATION FORM FOR MFAS-BUILDING MAINTENANCE**



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 OF MATERIALS FOR REPLACEMENT OF DEFECTIVE ITEMS AT DIRECTOR'S OFFICES AND COMMON COMFORT ROOMS MALE AND FEMALE  |             |                                       |      |   |
|---|-------------|---------------------------------------|------|---|
| Item  | Description |                                       |      | Delivery Term   |
|   | UNIT        | ITEM DESCRIPTION                      | QTY. | Bidder's Statement of Compliance in Delivery Date                 |
|   | Pcs         | Exhaust Fan Ceiling Mounted (12"x12") | 14   | .Within <u>7</u> Days CD upon confirmation of Purchase Order (PO) |
|   | Pcs         | Exhaust Fane Ceiling Mounted (6"x6")  | 11   |   |
|   | Pcs         | Bidet                                 | 25   |   |
|   | Set         | Angle Valve One-Way – ½" s/s          | 6    |   |
|   | Pcs         | Wall-Mounted Faucet 2"x1/2" s/s       | 5    |   |
|   | Pcs         | Lavatory Faucet ½" s/s                | 1    |   |
|   | Pcs         | Door Knob                             | 1    |   |
|   | Pcs         | HCG UF629                             | 3    |   |
| <b>Documentary Requirements (per RA9184)</b><br><br>1. PhilGEPS Registration<br>2. Mayor's Permit/ Business Permit<br>3. Omnibus Sworn Statement:<br>a. To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship); or<br>b. 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 |             |                                       |      |   |

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

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

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

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Fax/Mobile No.

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Email Address/es

REQUEST FOR QUOTATION FORM FOR MFAS-BUILDING MAINTENANCE

5

**FINANCIAL OFFER**

| <b>PROCUREMENT OF MATERIALS FOR REPLACEMENT OF DEFECTIVE ITEMS AT DIRECTOR'S OFFICES AND COMMON COMFORT ROOMS MALE AND FEMALE</b> |  |
|---|--|
| <b>Approved Budget for the Contract (ABC)</b>   | <b>Total Offered Quotation</b>   |
| <p style="text-align: center;"><b>Seventy-nine Thousand Nine Hundred Eighty Pesos only</b><br/><b>(Php 79,980.00)</b></p>         | <p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> |

**Terms of Payment:**

Within Fifteen-Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance 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

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

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

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





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**TECHNICAL SPECIFICATIONS**

| <b>Project Description</b>  | For replacement of defective items at Director's Offices and common Comfort Rooms Male and Female   |      |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
|---|---|------|------------------|------|-----|---------------------------------------|----|-----|--------------------------------------|----|-----|-------|----|-----|------------------------------|---|-----|---------------------------------|---|-----|------------------------|---|-----|-----------|---|-----|-----------|---|
| <b>Approved Budget of the Contract</b>  | The Approved Budget for the Contract is Php <b><u>79,980.00</u></b> inclusive of all applicable taxes   |      |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| <b>Specifications/ Deliverables</b><br>(Ex. Size, color, materials used and other specs requirements)       | <table><tr><th>UNIT</th><th>ITEM DESCRIPTION</th><th>QTY.</th></tr><tr><td>Pcs</td><td>Exhaust Fan Ceiling Mounted (12"x12")</td><td>14</td></tr><tr><td>Pcs</td><td>Exhaust Fane Ceiling Mounted (6"x6")</td><td>11</td></tr><tr><td>Pcs</td><td>Bidet</td><td>25</td></tr><tr><td>Set</td><td>Angle Valve One-Way – ½" s/s</td><td>6</td></tr><tr><td>Pcs</td><td>Wall-Mounted Faucet 2"x1/2" s/s</td><td>5</td></tr><tr><td>Pcs</td><td>Lavatory Faucet ½" s/s</td><td>1</td></tr><tr><td>Pcs</td><td>Door Knob</td><td>1</td></tr><tr><td>Pcs</td><td>HCG UF629</td><td>3</td></tr></table> | UNIT | ITEM DESCRIPTION | QTY. | Pcs | Exhaust Fan Ceiling Mounted (12"x12") | 14 | Pcs | Exhaust Fane Ceiling Mounted (6"x6") | 11 | Pcs | Bidet | 25 | Set | Angle Valve One-Way – ½" s/s | 6 | Pcs | Wall-Mounted Faucet 2"x1/2" s/s | 5 | Pcs | Lavatory Faucet ½" s/s | 1 | Pcs | Door Knob | 1 | Pcs | HCG UF629 | 3 |
| UNIT  | ITEM DESCRIPTION  | QTY. |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| Pcs   | Exhaust Fan Ceiling Mounted (12"x12")   | 14   |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| Pcs   | Exhaust Fane Ceiling Mounted (6"x6")  | 11   |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| Pcs   | Bidet   | 25   |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| Set   | Angle Valve One-Way – ½" s/s  | 6    |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| Pcs   | Wall-Mounted Faucet 2"x1/2" s/s   | 5    |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| Pcs   | Lavatory Faucet ½" s/s  | 1    |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| Pcs   | Door Knob   | 1    |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| Pcs   | HCG UF629   | 3    |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| <b>Other End-User Requirements</b><br>(Ex. Warranty, photos of the product and other end-user requirements) |   |      |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| <b>Delivery Terms</b><br>(to be determined by the End-User)   | Within <b><u>7 Days</u></b> CD upon confirmation of Purchase Order (PO)   |      |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| <b>Payment Terms</b><br>(Government terms 15-30 CD)   | Within Fifteen-Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA  |      |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |
| <b>Documentary Requirements</b><br>(per RA9184)   | <ol style="list-style-type: none"><li>1. PhilGEPS Registration</li><li>2. Mayor's Permit/ Business Permit</li><li>3. Omnibus Sworn Statement:<ol style="list-style-type: none"><li>a. To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship); or</li><li>b. To attach duly notarized</li></ol></li></ol>   |      |                  |      |     |                                       |    |     |                                      |    |     |       |    |     |                              |   |     |                                 |   |     |                        |   |     |           |   |     |           |   |


Secretary's Certificate,  
Board/Partnership Resolution or  
Special Power of Attorney,  
whichever is applicable if  
representing a Partnership,  
Corporation, Cooperative or Joint  
Venture

**Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.**


Prepared by:

  
**VIEN CONSTANTINE C. MESINA**  
Building Supervisor

Recommending Approval:

  
**RALPH A. NARVAEZ**  
OIC-Director, MFAS

Reviewed by:

  
**BUENA G. RAMOS**  
Head, TWG

  
**Atty. SHARON D. ALEJO**  
Chairperson, BAC

**APPROVED / DISAPPROVED:**

*For:*   
**SONIA B. MALALUAN**  
Administrator

*2/15/2024*  
*new 2/15/24*



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

**PURCHASE REQUEST**

0074  
0127

| Office:           | MFAS                 | PR No.:                               | 2024-02-097 |              |                  |
|-------------------|----------------------|---------------------------------------|-------------|--------------|------------------|
| Division/Section: | BUILDING MAINTENANCE | SAI No.:                              | FEB 14 2024 |              |                  |
| Item No.          | Unit                 | Item Description                      | Quantity    | Unit Cost    | Total Cost       |
| 1                 | pcs                  | exhaust fan ceiling mounted (12"x12") | 14          | 1800         | 25,200.00        |
| 2                 | pc                   | exhaust fan ceiling mounted (6"x6")   | 11          | 1600         | 17,600.00        |
| 3                 | PC                   | bidet                                 | 25          | 1300         | 32,000.00        |
| 4                 | set                  | angle valve 1 way - 1/2" s/s          | 6           | 250          | 1,500.00         |
| 5                 | pcs                  | faucet wall mounted 2"x1/2" s/s       | 5           | 250          | 1,250.00         |
| 6                 | pc                   | lavatory faucet s/s - 1/2"            | 1           | 680          | 680.00           |
| 7                 | pc                   | door knob                             | 1           |              | 700.00           |
| 8                 | pcs                  | HCG UF629                             | 3           | 350.00       | 1,050.00         |
|                   |                      | XXXXXXXXXXXXXXXXXXXXXXXXXXXX          |             |              |                  |
|                   |                      |                                       |             | <b>Total</b> | <b>79,980.00</b> |

Requisitioning Officer:

Signature:

Printed Name:

**RALPH A. NARVAEZ**

Designation:

OIC-Director, MFAS

Purpose:

For replacement of defective items at Directors office and Common comfort rooms male and female.

**CERTIFICATION**

☒  
☐

**FUNDS AVAILABLE**  
**NO FUNDS AVAILABLE**

Atty. **MARVIC S. RAMOS, CPA**  
Chief, Budget Division

☒

**Approved**

☐

**Disapproved**

PR Approver:

Signature:

Printed Name:

**NENITA S. ATIENZA**

Designation

OIC-ODAP

INCLUDED IN THE APP FY **2024**  
CERTIFIED BY: **MELLANIE T. BALIN**  
Chief, Administrative Services



**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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]*