



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

The **Maritime Industry Authority (MARINA)**, through its Bids and Awards Committee (BAC), intends to procure **CONSTRUCTION MATERIALS TO BE USED IN THE RENOVATION OF CONFERENCE ROOM AT THE 4<sup>TH</sup> FLOOR OF MARINA CENTRAL OFFICE BLDG.** 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 **Sixty Thousand One Hundred Ninety Pesos (P60,190.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 12NN of 07 JUNE 2024, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**Atty. MARIA ROWENA B. HUBILLA**

BAC Chairperson

MARINA BAC Office, 10<sup>th</sup> Floor MARINA Building,  
Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

Telephone No.: **+632) 8524-6518**

Email: [bacsec@marina.gov.ph](mailto:bacsec@marina.gov.ph)

Interested service provider shall also submit a copy of the **following** documents and along with the quotation on or before the above specified deadline of **submission** of quotation:

- a. DTI Business Registration or SEC Certificate;
- b. PhilGEPS Registration Number;
- c. Mayor's / Business Permit; and
- d. Omnibus Sworn Statement
  - d.1. To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship).
  - d.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).

The Head of the Procuring Entity (HoPE) of the MARINA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.



For any clarification, you may contact the BAC Secretariat at +632) 8524-6518 or email address at [bacsec@marina.gov.ph](mailto:bacsec@marina.gov.ph).

Atty. MARIA ROWENA B. HUBILLA  
BAC Chairperson

5/22/2024

**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at [bacsec@marina.gov.ph](mailto:bacsec@marina.gov.ph).

(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.

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the MARINA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant. 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 may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its updated 2016 revised IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project/s shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

CONTRACT PACKAGE	SPECIFICATION	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)																																																												
	<p><b>Materials to be used in the renovation of the pantry area in the conference room at the 4th floor of MARINA Central Office building.</b></p> <table border="1" data-bbox="363 488 794 2074"> <thead> <tr> <th colspan="2" data-bbox="363 488 794 533"><b>Specifications/ Deliverables:</b></th> </tr> <tr> <th data-bbox="363 533 488 577">UNIT</th> <th data-bbox="488 533 794 577">ITEM DESCRIPTION</th> </tr> </thead> <tbody> <tr><td data-bbox="363 577 488 633">6pcs</td><td data-bbox="488 577 794 633">¾ Gypsum Board</td></tr> <tr><td data-bbox="363 633 488 689">12pcs</td><td data-bbox="488 633 794 689">Metal Stud 2x3</td></tr> <tr><td data-bbox="363 689 488 745">5pcs</td><td data-bbox="488 689 794 745">Metal Truck 2x3</td></tr> <tr><td data-bbox="363 745 488 801">1pcs</td><td data-bbox="488 745 794 801">Rivet 3/16 x1"</td></tr> <tr><td data-bbox="363 801 488 857">500pcs</td><td data-bbox="488 801 794 857">Black Screw 2"</td></tr> <tr><td data-bbox="363 857 488 913">500pcs</td><td data-bbox="488 857 794 913">Black Screw 1"</td></tr> <tr><td data-bbox="363 913 488 969">5pcs</td><td data-bbox="488 913 794 969">Drill Bit 3/16 original</td></tr> <tr><td data-bbox="363 969 488 1025">5pcs</td><td data-bbox="488 969 794 1025">Masonry Drill 5mm</td></tr> <tr><td data-bbox="363 1025 488 1081">2box</td><td data-bbox="488 1025 794 1081">Cutting Disc (tin)</td></tr> <tr><td data-bbox="363 1081 488 1137">5pcs</td><td data-bbox="488 1081 794 1137">Good Lumber 2x3x10</td></tr> <tr><td data-bbox="363 1137 488 1193">2pcs</td><td data-bbox="488 1137 794 1193">Marine Plywood ¾</td></tr> <tr><td data-bbox="363 1193 488 1249">2gal</td><td data-bbox="488 1193 794 1249">Flat Latex</td></tr> <tr><td data-bbox="363 1249 488 1305">2gal</td><td data-bbox="488 1249 794 1305">Gloss Latex</td></tr> <tr><td data-bbox="363 1305 488 1361">1set</td><td data-bbox="488 1305 794 1361">Door Closer</td></tr> <tr><td data-bbox="363 1361 488 1417">1set</td><td data-bbox="488 1361 794 1417">Door Knob</td></tr> <tr><td data-bbox="363 1417 488 1473">1kilo</td><td data-bbox="488 1417 794 1473">Fin Nails 1"</td></tr> <tr><td data-bbox="363 1473 488 1529">2pcs</td><td data-bbox="488 1473 794 1529">Paint Brush No. 2</td></tr> <tr><td data-bbox="363 1529 488 1585">2pcs</td><td data-bbox="488 1529 794 1585">Baby Roller</td></tr> <tr><td data-bbox="363 1585 488 1641">2pcs</td><td data-bbox="488 1585 794 1641">Roller No. 6</td></tr> <tr><td data-bbox="363 1641 488 1697">1gal</td><td data-bbox="488 1641 794 1697">Paint Thinner</td></tr> <tr><td data-bbox="363 1697 488 1753">1gal</td><td data-bbox="488 1697 794 1753">Wall Wut Varnish</td></tr> <tr><td data-bbox="363 1753 488 1809">2gal</td><td data-bbox="488 1753 794 1809">Laquer Sanding Sealer</td></tr> <tr><td data-bbox="363 1809 488 1865">5kilo</td><td data-bbox="488 1809 794 1865">Boral</td></tr> <tr><td data-bbox="363 1865 488 1921">2ltrs</td><td data-bbox="488 1865 794 1921">Laquer Flo</td></tr> <tr><td data-bbox="363 1921 488 1977">1gal</td><td data-bbox="488 1921 794 1977">Laquer Thinner Gloss</td></tr> <tr><td data-bbox="363 1977 488 2033">3pcs</td><td data-bbox="488 1977 794 2033">Flap Disc No. 120</td></tr> <tr><td data-bbox="363 2033 488 2089">3pcs</td><td data-bbox="488 2033 794 2089">Flap Disc No. 180</td></tr> <tr><td data-bbox="363 2089 488 2145">2ltrs</td><td data-bbox="488 2089 794 2145">Stikwei</td></tr> </tbody> </table>	<b>Specifications/ Deliverables:</b>		UNIT	ITEM DESCRIPTION	6pcs	¾ Gypsum Board	12pcs	Metal Stud 2x3	5pcs	Metal Truck 2x3	1pcs	Rivet 3/16 x1"	500pcs	Black Screw 2"	500pcs	Black Screw 1"	5pcs	Drill Bit 3/16 original	5pcs	Masonry Drill 5mm	2box	Cutting Disc (tin)	5pcs	Good Lumber 2x3x10	2pcs	Marine Plywood ¾	2gal	Flat Latex	2gal	Gloss Latex	1set	Door Closer	1set	Door Knob	1kilo	Fin Nails 1"	2pcs	Paint Brush No. 2	2pcs	Baby Roller	2pcs	Roller No. 6	1gal	Paint Thinner	1gal	Wall Wut Varnish	2gal	Laquer Sanding Sealer	5kilo	Boral	2ltrs	Laquer Flo	1gal	Laquer Thinner Gloss	3pcs	Flap Disc No. 120	3pcs	Flap Disc No. 180	2ltrs	Stikwei			
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	50pcs	Screw with Tox 1 ½			
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	1gal	Gloss Latex Brown			
	5sets	Loose Fin Hinges #3			
	1pcs	Meter 7.5m			
	2pcs	Metal Saw			
	30pcs	PVC Panel 10" x 10"			
	16tube	Adhesive			
	6pcs	Panel Corner Protector (U-Clip)			
	1pcs	(Kikel) Half Round File (Big)			

					<b>Statement of Compliance ("Comply" or "Not Comply")</b>
<b>Delivery Terms</b>					
Within seven (7) calendar days upon confirmation of Purchase Order (PO)					
<b>Payment Terms</b>					
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>					
1. PhilGEPS Registration; 2. Mayor's Permit/ Business Permit; 3. Omnibus Sworn Statement: 3.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship); or 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					
<b>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</b>					

		<b>Statement of Compliance ("Comply" or "Not Comply")</b>
<b>Delivery Location:</b>		
MARINA Central Office Building, A Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines		

**FINANCIAL OFFER**

**Terms of Payment:**

*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;*

**Payment Details:**

*Banking Institution :* \_\_\_\_\_

*Account Number :* \_\_\_\_\_

*Account Name*

*(should be the exact account name as registered in the bank):* \_\_\_\_\_

*Bank Branch :* \_\_\_\_\_

*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.*

<b>CONSTRUCTION MATERIALS TO BE USED IN THE RENOVATION OF CONFERENCE ROOM AT THE 4TH FLOOR OF MARINA CENTRAL OFFICE BLDG</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<p><b>Sixty Thousand One Hundred Ninety Pesos (P60,190.00)</b></p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p>

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

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

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address

**TECHNICAL SPECIFICATIONS**

<p align="center"><b>Project Description</b></p>	<p>Materials to be used in the renovation of the pantry area into a conference room at the 4<sup>th</sup> floor of MARINA building.</p>																																																																																		
<p align="center"><b>Approved Budget of the Contract</b></p>	<p>The Approved Budget for the Contract is <b>Php 60,190.00</b> inclusive of all applicable taxes</p>																																																																																		
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<p align="center"><b>Other End-User Requirements</b> <i>(Ex. Warranty, photos of the product and other end-user requirements)</i></p>	<p align="center">NONE</p>																																																																																		
<p align="center"><b>Delivery Terms</b> <i>(to be determined by the End-User)</i></p>	<p>Within <b>7 Days</b> CD upon confirmation of Purchase Order (PO)</p>																																																																																		



<p align="center"><b>Payment Terms</b> (Government terms 15-30 CD)</p>	<p>Within Fifteen-Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA</p>
<p align="center"><b>Documentary Requirements</b> (per RA9184)</p>	<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>3.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship); or</li> <li>3.2 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</li> </ol> </li> </ol>
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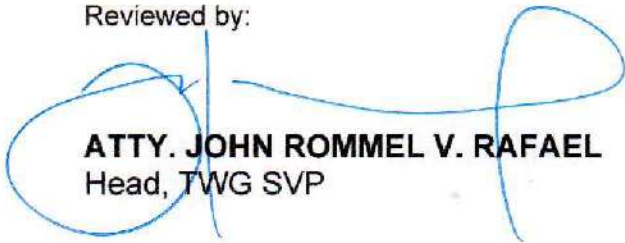
Prepared by:

  
**MR. NEIL PATRICK E. PATAM**  
OIC, EAD

Recommending Approval:

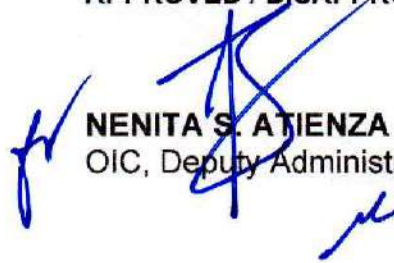
  
**MR. SAMUEL L. BATALLA**  
Executive Director, STCW Office

Reviewed by:

  
**ATTY. JOHN ROMMEL V. RAFAEL**  
Head, TWG SVP

  
**ATTY. MARIA ROWENA B. HUBILLA**  
Chairperson, BAC

**APPROVED / DISAPPROVED:**

  
**NENITA S. ATIENZA**  
OIC, Deputy Administrator for Planning

## 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]*