



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 **RENTAL OF BUSES (MANILA TO BATAAN, V.V.) FOR THE CONDUCT OF TWO (2) DAY LIVE-IN STCW OFFICE MID-YEAR PERFORMANCE ASSESSMENT AND TARGET SETTING WORKSHOP AND TEAM BUILDING ON 07-08 JUNE 2024** 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 **Three Hundred Twenty-five Thousand Pesos (P325,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before ~~20~~ ²³ May 2024, subject to the compliance with the Terms and Conditions provided in this Request for Quotation (RFQ):

Atty. MARIA ROWENA B. HUBILLA

BAC Chairperson

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

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

Email: 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. PhilGEPS Registration Number;
- b. Mayor's / Business Permit; and
- c. Omnibus Sworn Statement

c.1. To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or
c.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.

Atty. MARIA ROWENA B. HUBILLA
BAC Chairperson

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.

(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:

Requirements	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<ul style="list-style-type: none"> <input type="checkbox"/> Five (5) units of buses; <input type="checkbox"/> Air-conditioned Tourist Bus; <input type="checkbox"/> 49 Seating Capacity; <input type="checkbox"/> Video onboard and PA System; <input type="checkbox"/> Insurance coverage for the duration of the trip; <input type="checkbox"/> Professional and fully vaccinated drivers; <input type="checkbox"/> Inclusive of fuel, parking and toll fees; <input type="checkbox"/> Services of bus coordinator/dispatcher; and <input type="checkbox"/> Includes driver's meal allowance. 			

Date of Trip	Time	Pick-up	Drop-off	Statement of Compliance ("Comply" or "Not Comply")
07 June 2024	06:00AM	Maritime Industry Authority MARINA Bldg. 20th St., corner Bonifacio Drive, Port Area, Manila	Bataan White Corals Beach Resort Sitio Panibatuhan, Brgy. Poblacion, Morong, Bataan.	
08 June 2024	01:00PM	Bataan White Corals Beach Resort Sitio Panibatuhan Brgy. Poblacion, Morong, Bataan.	Maritime Industry Authority MARINA Bldg. 20th St., corner Bonifacio Drive, Port Area, Manila	

PROFILE OF PARTICIPANTS

Total of two hundred fifty-seven (257) participants inclusive of MARINA officials and staffs.

FINANCIAL OFFER**Terms of Payment:**

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

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.

RENTAL OF BUSES (MANILA TO BATAAN, V.V.)FOR THE CONDUCT OF TWO (2) DAY LIVE-IN STCW OFFICE MID-YEAR PERFORMANCE ASSESSMENT AND TARGET SETTING WORKSHOP AND TEAM BUILDING ON 07-08 JUNE 2024	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<i>Three Hundred Twenty-five Thousand Pesos (P325,000.00)</i>	In words: _____ _____ _____ In figures: _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE (TOR)
RENTAL OF BUSES (MANILA TO BATAAN, V.V.)
FOR THE CONDUCT OF TWO (2) DAY LIVE-IN STCW OFFICE MID-YEAR PERFORMANCE
ASSESSMENT AND TARGET SETTING WORKSHOP AND TEAM BUILDING
ON 07-08 JUNE 2024

I. INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DoTr), wishes to invite quotations from interested transportation entities to provide the needed logistical requirements for bus transportation (Manila to Bataan, v.v.) for the conduct two (2) day Live-in STCW Office Mid-Year Performance Assessment and Target Setting Workshop and Team Building on 07-08 June 2024 at a suitable venue outside Metro Manila.

II. RATIONALE AND OBJECTIVES

The STCW Office Mid-Year Performance Assessment (MYPA) and Target Setting Workshop is conducted every mid of the year to ensure the continued assessment, planning and effectiveness in complying with its policies and standards and to address issues and concerns of the office.

In relation thereto, improving one's productivity is essential in carrying out every objective wherein motivation from the management plays an important role in order to uphold the willingness and initiative of each personnel to work with enthusiasm. Thus, a teambuilding activities is one of the best avenue in establishing connections and teamwork towards the common goal.

III. PROFILE OF PARTICIPANTS

Total of two hundred fifty-seven (257) participants inclusive of MARINA officials and staffs.

IV. Logistical support requirements

The following items are the minimum requirements to ensure the successful completion of the activities:

Date of Trip	Time	Pick-up	Drop-off	Requirements
07 June 2024	06:00AM	Maritime Industry Authority MARINA Bldg. 20th St., corner Bonifacio Drive, Port Area, Manila	Bataan White Corals Beach Resort Sitio Panibatuhan, Brgy. Poblacion, Morong, Bataan.	<ul style="list-style-type: none">➤ Five (5) units of buses;➤ Air-conditioned Tourist Bus;➤ 49 Seating Capacity;➤ Video onboard and PA System;➤ Insurance coverage for the duration of the trip;➤ Professional and fully vaccinated drivers;
08 June 2024	01:00PM	Bataan White Corals Beach Resort Sitio Panibatuhan	Maritime Industry Authority MARINA Bldg.	

MARINA Building
20th Street corner Bonifacio Drive
1018 Port Area (South), Manila

Tel. Nos: (632) 523-9078 / 526-0971
Fax No: (632) 524-2895
Website: www.marina.gov.ph

		Brgy. Poblacion, Morong, Bataan.	20th St., corner Bonifacio Drive, Port Area, Manila	<ul style="list-style-type: none"> ➤ Inclusive of fuel, parking and toll fees; ➤ Services of bus coordinator/dispatcher; and ➤ Includes driver's meal allowance.
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V. Approved Budget for the contract

The total budget for the rental of buses shall be **Three Hundred Twenty-five Thousand Pesos (P325,000.00)** inclusive of applicable tax, which will be charged against the STCW Office funds FY 2024.

VI. The prospective lessor shall submit the following documents:

- a. Copy of PhilGEPS Registration;
- b. Mayor's/Business Permit;
- c. Omnibus Sworn Statement.
 - c.1. To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or
 - c.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.

VII. Terms of Payment

- a. Send Bill Arrangement.
- b. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account;
- c. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and
- d. The supplier shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

Prepared by:


GALILEO M. GARCIA, CPA
 Chief, ASD/STCWO

Recommending Approval:


SAMUEL L. BATALLA
 Executive Director
 STCW Office

Reviewed by:


Atty. JOHN ROMMEL V. RAFAEL
 Head, TWG for SVP


Atty. MARIA ROWENA B. HUBILLA
 BAC Chairperson

Approved/Disapproved:


NENITA S. ATIENZA
 Officer-in-Charge
 Deputy Administrator for Planning

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]