



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 **LEASE/RENTAL OF PHOTOCOPYING MACHINES FOR MARINA CENTRAL OFFICE (COLORED AND MONOCHROME) FOR THE PERIOD JUNE TO DECEMBER 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 **Four Hundred Fifty-Four Thousand Five Hundred Pesos (P454,500.00)**.

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 27 May 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, 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. 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.


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.
- (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)
	LEASE/ RENTAL OF PHOTOCOPYING MACHINES FOR MARINA CENTRAL OFFICE			
11 units	1. Heavy Duty Photocopying Machine (Monochrome Copy) <ul style="list-style-type: none"> a. Copy Speed: 45 to 60 copies per minute b. Maximum Paper Size: A3 c. Back-to-Back Copying Capability d. Duplex Document Feeder e. Sorting and Grouping Features f. Automatic Paper Selection g. 33% to 400% Reduction/Enlargement h. 1 to 999 Continuous Copying i. Maximum Original Size: A3 j. Copy Size: A3 to A5R k. Front Loading Paper Supply 			
3 units	1. Heavy Duty Photocopying Machine (Colored Copy/Print) <ul style="list-style-type: none"> a. Copy Speed: 35 to 50 copies per minute b. Maximum Paper Size: A4 up to Legal Size (8.5"x14") c. Back-to-Back Copying Capability d. Duplex Document Feeder e. Sorting and Grouping Features f. Automatic Paper Selection g. 33% to 400% Reduction/Enlargement h. 1 to 99 Continuous Copying i. Maximum Original Size: A4 up to Legal Size (8.5"x14") j. Copy Size: A4 to A5R k. Front Loading Paper Supply 			

	<p>2. Provision of One (1) Operator/Technician to work eight (8) hours per day from Monday to Friday and to work overtime when necessary;</p> <p>3. Provision of Replacement Unit, in case the repair of the defective machine exceeds forty-eight (48) hours;</p> <p>4. Supply of labor, tools and equipment for the repair and preventive maintenance of the assigned photocopying machine shall be for the account of the winning supplier; and</p> <p>5. Supply of all consumables i.e. toner, developer, etc., shall be from the account of the supplier excluding copy paper.</p> <p>SPECIFIC REQUIREMENTS</p> <p>Minimum of Forty Thousand (40,000) Combined Copies per Month; rate per copy is exclusive of VAT and all applicable taxes.</p>			
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	<p align="center">Statement of Compliance ("Comply" or "Not Comply")</p>								
<p>Delivery Location: MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines</p>									
<p>SCOPE OF THE PROJECT</p> <p>1. Six (6) months lease of A3 Photocopiers, all in accordance with the specifications and subject to the terms and conditions of the contract from June to December 2024.</p> <p>2. Install the leased Photocopier in the following designated offices/units:</p> <table border="1" data-bbox="175 2011 1013 2087"> <tr> <td data-bbox="175 2011 343 2049">MONO</td> <td data-bbox="343 2011 678 2049">OADM</td> <td data-bbox="678 2011 877 2049">11th Floor</td> <td data-bbox="877 2011 1013 2049">1</td> </tr> <tr> <td data-bbox="175 2049 343 2087"></td> <td data-bbox="343 2049 678 2087">ODAP</td> <td data-bbox="678 2049 877 2087">11th Floor</td> <td data-bbox="877 2049 1013 2087">1</td> </tr> </table>	MONO	OADM	11 th Floor	1		ODAP	11 th Floor	1	
MONO	OADM	11 th Floor	1						
	ODAP	11 th Floor	1						

	Legal Service	7 th Floor	1
	Accounting Division	10 th Floor	1
	COA	5 th Floor	1
	General Services Division	10 th Floor	3
	Records Section	2 nd Floor	1
	OSS	8 th Floor	1
	STCW Office	5 th Floor	1
		Subtotal:	11
COLORED	HRMDD	10 th Floor	1
	ODAO	11 th Floor	1
	PADMO	9 th Floor	1
		Subtotal:	3
GRAND TOTAL:			14 Units

DURATION OF CONTRACT

The duration of the Contract for the rental photocopying machine shall be for six (6) months reckoned from the date of issuance of Notice to Proceed until 31 December 2024.

QUALIFICATION OF THE BIDDER

1. The Bidder must be PhilGEPS Registered;
2. The Bidder must have at least three (3) years of satisfactory performance from the client for the past three (3) years (i.e. Client Satisfactory Rating);
3. The bidder must be an authorized distributor of the brand being carried or it offers to be provided (i.e. Certification from Manufacturer);
4. The Bidder must be capable of providing the eleven (11) units of black and white photocopier, and three (3) units of full-color photocopiers as to technical specifications. The required machine will be accepted at the start of the contract with an umbrella billing scheme; and
5. The Bidder must be stationed in Metro Manila.

DOCUMENTARY REQUIREMENTS

- a. PhilGEPS Registration Number
- b. Valid Mayor's/Business Permit
- c. Omnibus Sworn Statement
 - i. To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship); or
 - ii. To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable (if representing a Partnership, Corporation, or Joint Venture).

PAYMENT TERMS

Within Fifteen (15) days upon receipt of the billing statement, complete with supporting papers through Advice to Debit Account (ADA).

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.

LEASE/RENTAL OF PHOTOCOPYING MACHINES FOR MARINA CENTRAL OFFICE (COLORED AND MONOCHROME) FOR THE PERIOD JUNE TO DECEMBER 2024	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<i>Four Hundred Fifty-Four Thousand Five Hundred Pesos (P454,500.00)</i>	<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/es

**TERMS OF REFERENCE
RENTAL OF PHOTOCOPYING MACHINES**

I. BACKGROUND OF THE PROJECT

The MARINA was created in June 1974 by virtue of the Presidential Decree No. 474, catering to the transactions of seafarers and shipping companies. With these voluminous transactions, MARINA is in need of photocopying machines for its reproduction of documents/communications.

II. PROJECT OBJECTIVE

To engage in the service of a company that can provide MARINA reproduction needs of documents/communications through a lease agreement of photocopying machine for its day-to-day operations,

III. SCOPE OF THE PROJECT

1. Six (6) months lease of A3 Photocopiers, all in accordance with the specifications and subject to the terms and conditions of the contract from June to December 2024.
2. Install the leased Photocopier in the following designated offices/units:

MONO	OADM	11 th Floor	1
	ODAP	11 th Floor	1
	Legal Service	7 th Floor	1
	Accounting Division	10 th Floor	1
	COA	5 th Floor	1
	General Services Division	10 th Floor	3
	Records Section	2 nd Floor	1
	OSS	8 th Floor	1
	STCW Office	5 th Floor	1
		Subtotal:	
COLORED	HRMDD	10 th Floor	1
	ODAO	11 th Floor	1
	PADMO	9 th Floor	1
		Subtotal:	
GRAND TOTAL: 14 Units			

IV. SPECIFIC REQUIREMENTS

Minimum of **Forty Thousand (40,000)** Combined Copies per Month; rate per copy is exclusive of VAT and all applicable taxes.

V. TECHNICAL AND OTHER REQUIREMENTS

Hereunder are the minimum technical requirements required by MARINA for the rental of Fourteen (14) units of Photocopying Machines:

1. Eleven (11) Units of Heavy Duty Photocopying Machine (Monochrome Copy)
 - a. Copy Speed: 45 to 60 copies per minute
 - b. Maximum Paper Size: A3
 - c. Back to Back Copying Capability

- d. Duplex Document Feeder
 - e. Sorting and Grouping Features
 - f. Automatic Paper Selection
 - g. 33% to 400% Reduction/Enlargement
 - h. 1 to 999 Continuous Copying
 - i. Maximum Original Size: A3
 - j. Copy Size: A3 to A5R
 - k. Front Loading Paper Supply
2. Three units of Heavy Duty Photocopying Machine (Colored Copy/Print)
 - a. Copy Speed: 35 to 50 copies per minute
 - b. Maximum Paper Size: A4 up to Legal Size (8.5"x14")
 - c. Back to Back Copying Capability
 - d. Duplex Document Feeder
 - e. Sorting and Grouping Features
 - f. Automatic Paper Selection
 - g. 33% to 400% Reduction/Enlargement
 - h. 1 to 99 Continuous Copying
 - i. Maximum Original Size: A4 up to Legal Size (8.5"x14")
 - j. Copy Size: A4 to A5R
 - k. Front Loading Paper Supply
 3. Provision of One (1) Operator/Technician to work eight (8) hours per day from Monday to Friday and to work overtime when necessary;
 4. Provision of Replacement Unit, in case the repair of the defective machine exceeds forty-eight (48) hours;
 5. Supply of labor, tools and equipment for the repair and preventive maintenance of the assigned photocopying machine shall be for the account of the winning supplier; and
 6. Supply of all consumables i.e. toner, developer, etc., shall be from the account of the supplier excluding copy paper.

VI. BUDGET

The Approved Budget of the contract (ABC) is **Four Hundred Fifty-Four Thousand Five Hundred Pesos (PhP 454,500.00)**.

VII. DURATION OF CONTRACT

The duration of the Contract for the rental photocopying machine shall be for six (6) months reckoned from the date of issuance of Notice to Proceed until 31 December 2024.

VIII. QUALIFICATION OF THE BIDDER

1. The Bidder must be PhilGEPS Registered;
2. The Bidder must have at least three (3) years of satisfactory performance from the client for the past three (3) years (i.e. Client Satisfactory Rating);
3. The bidder must be an authorized distributor of the brand being carried or it offers to be provided (i.e. Certification from Manufacturer);

4. The Bidder must be capable of providing the eleven (11) units of black and white photocopier, and three (3) units of full-color photocopiers as to technical specifications. The required machine will be accepted at the start of the contract with an umbrella billing scheme; and
5. The Bidder must be stationed in Metro Manila.

IX. DOCUMENTARY REQUIREMENTS

- a. PhilGEPS Registration Number
- b. Valid Mayor's/Business Permit
- c. Omnibus Sworn Statement
 - i. To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship); or
 - ii. To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable (if representing a Partnership, Corporation, or Joint Venture).

X. PAYMENT TERMS

Within Fifteen (15) days upon receipt of the billing statement, complete with supporting papers through Advice to Debit Account (ADA).

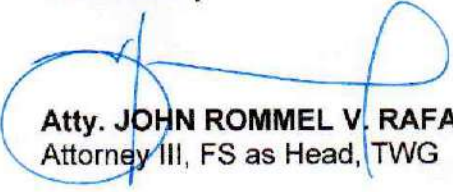
Submitted by:

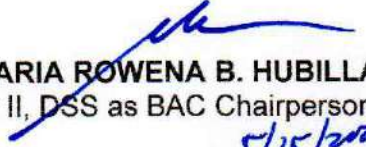

VIEN CONSTANTINE C. MESINA
OIC-Chief, GSD

Recommending Approval:


CHERYL V. PASCUA
Director II, MFAS

Reviewed by:


Atty. JOHN ROMMEL V. RAFAEL
Attorney III, FS as Head, TWG


Atty. MARIA ROWENA B. HUBILLA
Director II, DSS as BAC Chairperson
4/15/2024

Approved/Disapproved:


SONIA B. MALALUAN
Administrator
4/17/2024

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]