



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 **MATERIALS FOR THE CONSTRUCTION OF MEC'S PHOTOCOPY AND PRINTING SERVICES WORKSTATION, UTILITY AND SECURITY OFFICES IN THE MARINA CENTRAL BUILDING OFFICE, AND THE MEC KITCHEN IN THE ENCLOSED PARKING OF THE MARINA CENTRAL OFFICE BUILDING** 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 **One Hundred Seventy Five Thousand Eight Hundred Fifty Six Pesos (P 175,856.00)**.

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 21 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, 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;
- b. Mayor's Permit /Business Permit; and
- c. Omnibus Sworn Statement

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:

UNIT	ITEM DESCRIPTION	QTY	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
pcs	CHB 4"	110			
pcs	Cor Bar #10	3			
pcs	roller #6	3			
pcs	Cor. Sheet #8 (Gauge #22) (#24)	4			
pcs	Cor. Sheet #12 (Gauge #22) (#24)	5			
pcs	Phenolic Board 1/2	22			
pcs	Phenolic Board 1/4 (3/4)	44			
pcs	Flashing Sheet (Gauge 22)	3			
pcs	Gutter Sheet (Gauge 22)	2			
pcs	C Purlins #4 (1.4)	3			
pcs	C Purlins #3	6			
pcs	Tox and Screw #3	100			
pcs	Metal Stud #3	75			

box	Rivet Pin 1/8x1	1			
box	Rivet Pin 1/8x1/2	1			
pcs	Drill Bit 1/8	10			
pcs	Cutting Disc	20			
gal	flat latex white	3			
liter	Vulcaseal	1			
pcs	Square Bar 1/4 (8mm)	6			
set	hack saw blade	2			
pcs	K.D. 2x4x12	3			
pcs	K.D. 2x4x12	3			
pcs	K.D. 1.5x2x8	5			
pcs	K.D. 1/2x2x8	3			
gal	Red Oxide Primer	1			
gal	Flat Wall Enamel (White)	4			
gal	Gloss Latex (White)	5			
gal	QDE black	1			
pcs	Bolt and Nuts 1/4x1	100			
pcs	Marine Plywood 1/4	10			

qrt	Pollituff with Hardener	1			
pcs	Metal Parin 2x2 (Double)	30			
qrt	Choco Brown Latez	1			
pcs	Drill Bit (Metal) 3/16	5			
pcs	Drill Bit (Metal) 1/4	5			
pcs	paint brush #3	4			
set	2 gang outlet	10			
pcs	masonry cutting disc	2			
pcs	Expansion Bolt 1/4x2	5			
pcs	paint brush #2	4			
pcs	metal u- track	10			
gal	QDE ROYAL BLUE	1			
pcs	K,D (quarter c)	6			
can	Tinting Color Raw Sienna Latez	1			
gal	P.Thinner	1			
pcs	K.D. 2x3x8	17			
klo	Finishing Nail No. 3	1			
set	Loose Pin Hinges #3	5			

set	Dead Bolt Lock Single	3			
pcs	1x1 Tubular	6			
pc	Paint Brush #1	1			
pcs	Baby Roller	2			
set	Jalousie Glass (9 pieces with frame)	4			
pc	Clear Glass 1/4x1/22x30cm	2			

	Statement of Compliance ("Comply" or "Not Comply")
Delivery Location: MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines	
Delivery Schedule: Within 7 Days CD upon confirmation of Purchase Order (PO)	

FINANCIAL OFFER

Terms of Payment:

Within Fifteen to 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
(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.

PROCUREMENT OF MATERIALS FOR THE CONSTRUCTION OF MEC'S PHOTOCOPY AND PRINTING SERVICES WORKSTATION, UTILITY AND SECURITY OFFICES IN THE MARINA CENTRAL BUILDING OFFICE, AND THE MEC KITCHEN IN THE ENCLOSED PARKING OF THE MARINA CENTRAL OFFICE BUILDING

Approved Budget for the Contract (ABC)	Total Offered Quotation
<p><i>One Hundred Seventy Five Thousand Eight Hundred Fifty Six Pesos (P 175,856.00).</i></p>	<p style="text-align: center;">In words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">In figures:</p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



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TECHNICAL SPECIFICATIONS


<p>Project Description</p>	<p>For the Construction of MEC's Photocopy and Printing Services Workstation, Utility and Security Offices in the MARINA Central Building Office, and the MEC Kitchen in the Enclosed Parking of the MARINA Central Office Building</p>																																																																																																																																																			
<p>Approved Budget of the Contract</p>	<p>The Approved Budget for the Contract is Php 175,856.00 inclusive of all applicable taxes</p>																																																																																																																																																			
<p>Specifications/ Deliverables (Ex. Size, color, materials used and other specs requirements)</p>	<table border="1"> <thead> <tr> <th>UNIT</th> <th>ITEM DESCRIPTION</th> <th>QTY</th> </tr> </thead> <tbody> <tr><td>pcs</td><td>CHB 4"</td><td>110</td></tr> <tr><td>pcs</td><td>Cor Bar #10</td><td>3</td></tr> <tr><td>pcs</td><td>roller #6</td><td>3</td></tr> <tr><td>pcs</td><td>Cor. Sheet #8 (Gauge #22) (#24)</td><td>4</td></tr> <tr><td>pcs</td><td>Cor. Sheet #12 (Gauge #22) (#24)</td><td>5</td></tr> <tr><td>pcs</td><td>Phenolic Board 1/2</td><td>22</td></tr> <tr><td>pcs</td><td>Phenolic Board 1/4 (3/4)</td><td>44</td></tr> <tr><td>pcs</td><td>Flashing Sheet (Gauge 22)</td><td>3</td></tr> <tr><td>pcs</td><td>Gutter Sheet (Gauge 22)</td><td>2</td></tr> <tr><td>pcs</td><td>C Purlins #4 (1.4)</td><td>3</td></tr> <tr><td>pcs</td><td>C Purlins #3</td><td>6</td></tr> <tr><td>pcs</td><td>Tox and Screw #3</td><td>100</td></tr> <tr><td>pcs</td><td>Metal Stud #3</td><td>75</td></tr> <tr><td>box</td><td>Rivet Pin 1/8x1</td><td>1</td></tr> <tr><td>box</td><td>Rivet Pin 1/8x1/2</td><td>1</td></tr> <tr><td>pcs</td><td>Drill Bit 1/8</td><td>10</td></tr> <tr><td>pcs</td><td>Cutting Disc</td><td>20</td></tr> <tr><td>gal</td><td>flat latex white</td><td>3</td></tr> <tr><td>liter</td><td>Vulcaseal</td><td>1</td></tr> <tr><td>pcs</td><td>Square Bar 1/4 (8mm)</td><td>6</td></tr> <tr><td>set</td><td>hack saw blade</td><td>2</td></tr> <tr><td>pcs</td><td>K.D. 2x4x12</td><td>3</td></tr> <tr><td>pcs</td><td>K.D. 2x4x12</td><td>3</td></tr> <tr><td>pcs</td><td>K.D. 1.5x2x8</td><td>5</td></tr> <tr><td>pcs</td><td>K.D. 1/2x2x8</td><td>3</td></tr> <tr><td>gal</td><td>Red Oxide Primer</td><td>1</td></tr> <tr><td>gal</td><td>Flat Wall Enamel (White)</td><td>4</td></tr> <tr><td>gal</td><td>Gloss Latex (White)</td><td>5</td></tr> <tr><td>gal</td><td>QDE black</td><td>1</td></tr> <tr><td>pcs</td><td>Bolt and Nuts 1/4x1</td><td>100</td></tr> <tr><td>pcs</td><td>Marine Plywood 1/4</td><td>10</td></tr> <tr><td>qrt</td><td>Pollituff with Hardener</td><td>1</td></tr> <tr><td>pcs</td><td>Metal Parin 2x2 (Double)</td><td>30</td></tr> <tr><td>qrt</td><td>Choco Brown Latez</td><td>1</td></tr> <tr><td>pcs</td><td>Drill Bit (Metal) 3/16</td><td>5</td></tr> <tr><td>pcs</td><td>Drill Bit (Metal) 1/4</td><td>5</td></tr> <tr><td>pcs</td><td>paint brush #3</td><td>4</td></tr> <tr><td>set</td><td>2 gang outlet</td><td>10</td></tr> <tr><td>pcs</td><td>masonry cutting disc</td><td>2</td></tr> <tr><td>pcs</td><td>Expansion Bolt 1/4x2</td><td>5</td></tr> <tr><td>pcs</td><td>paint brush #2</td><td>4</td></tr> <tr><td>pcs</td><td>metal u- track</td><td>10</td></tr> <tr><td>gal</td><td>QDE ROYAL BLUE</td><td>1</td></tr> <tr><td>pcs</td><td>K,D (quarter c)</td><td>6</td></tr> <tr><td>can</td><td>Tinting Color Raw Sienna Latez</td><td>1</td></tr> <tr><td>gal</td><td>P.Thinner</td><td>1</td></tr> <tr><td>pcs</td><td>K.D. 2x3x8</td><td>17</td></tr> <tr><td>klo</td><td>Finishing Nail No. 3</td><td>1</td></tr> </tbody> </table>	UNIT	ITEM DESCRIPTION	QTY	pcs	CHB 4"	110	pcs	Cor Bar #10	3	pcs	roller #6	3	pcs	Cor. Sheet #8 (Gauge #22) (#24)	4	pcs	Cor. Sheet #12 (Gauge #22) (#24)	5	pcs	Phenolic Board 1/2	22	pcs	Phenolic Board 1/4 (3/4)	44	pcs	Flashing Sheet (Gauge 22)	3	pcs	Gutter Sheet (Gauge 22)	2	pcs	C Purlins #4 (1.4)	3	pcs	C Purlins #3	6	pcs	Tox and Screw #3	100	pcs	Metal Stud #3	75	box	Rivet Pin 1/8x1	1	box	Rivet Pin 1/8x1/2	1	pcs	Drill Bit 1/8	10	pcs	Cutting Disc	20	gal	flat latex white	3	liter	Vulcaseal	1	pcs	Square Bar 1/4 (8mm)	6	set	hack saw blade	2	pcs	K.D. 2x4x12	3	pcs	K.D. 2x4x12	3	pcs	K.D. 1.5x2x8	5	pcs	K.D. 1/2x2x8	3	gal	Red Oxide Primer	1	gal	Flat Wall Enamel (White)	4	gal	Gloss Latex (White)	5	gal	QDE black	1	pcs	Bolt and Nuts 1/4x1	100	pcs	Marine Plywood 1/4	10	qrt	Pollituff with Hardener	1	pcs	Metal Parin 2x2 (Double)	30	qrt	Choco Brown Latez	1	pcs	Drill Bit (Metal) 3/16	5	pcs	Drill Bit (Metal) 1/4	5	pcs	paint brush #3	4	set	2 gang outlet	10	pcs	masonry cutting disc	2	pcs	Expansion Bolt 1/4x2	5	pcs	paint brush #2	4	pcs	metal u- track	10	gal	QDE ROYAL BLUE	1	pcs	K,D (quarter c)	6	can	Tinting Color Raw Sienna Latez	1	gal	P.Thinner	1	pcs	K.D. 2x3x8	17	klo	Finishing Nail No. 3	1
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	pcs	Baby Roller	2
	set	Jalousie Glass (9 pieces with frame)	4
	pc	Clear Glass 1/4x1/22x30cm	2
Other End-User Requirements (Ex. Warranty, photos of the product and other end-user requirements)			
Delivery Terms (to be determined by the End-User)		Within 7 Days CD upon confirmation of Purchase Order (PO)	
Payment Terms (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	
Documentary Requirements (per RA9184)		<ol style="list-style-type: none"> 1. PhilGEPS Registration 2. Mayor's Permit/ Business Permit 3. Omnibus Sworn Statement: <ol style="list-style-type: none"> 3.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship); or 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 	
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:


CHERYL V. PASCUA
 Director II, MFAS

Reviewed by:


BUENAG. RAMOS
 Head, TWG


Atty. SHARON D. ALEJO
 Chairperson, BAC

APPROVED / DISAPPROVED:


SONIA B. MALALUAN
 Administrator