



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 the **PROCUREMENT OF SUPPLY, DELIVERY OF AUDIO VISUAL EQUIPMENT FOR THE STCWO CONFERENCE ROOM** 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-One Thousand Five Hundred Ninety Pesos (Php 71,590.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 10:00 of 10 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. Valid PhilGEPS Registration Number;
- b. Valid Mayor's / Business Permit; and
- c. Notarized 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](mailto: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](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)
1 Set 2 pcs/set	AUDIO SYSTEM			
	Wall Mounted Speaker <ul style="list-style-type: none"> <li>- 2-Way Professional Speaker System 450W</li> <li>- Minimum of 10 inch Speaker</li> <li>- Impedance: 8 ohms</li> <li>- Freq. Resp. 50Hz-2-KHz</li> <li>- Sensitivity: 90dB</li> <li>- With Pole Mounted Wall Bracket</li> </ul> Qty: two (2) pcs per set			
1 unit	Public Address Amplifier <ul style="list-style-type: none"> <li>- 500W+500W main channel surround sound karaoke amplifier 2 mic input with USB/BT with EQ input bass mid and treble control</li> </ul>			
2 unit	HDMI Cable (10m)			
	VIDEO SYSTEM			
1 unit	<ul style="list-style-type: none"> <li>- Must be LED Type</li> <li>- Must be at least 70 inches</li> <li>- Must have 4K Smart TV, 3840 x 2160 pixels</li> <li>- Must have Screen format: 16:9, Original, 4:3; Vertical Zoom, 4 Way zoom, Just Scan Horizontal</li> <li>- Must have a film maker mode or equivalent</li> <li>- Must have a a5 Gen 6 AI Processor</li> <li>- Must have Photo TV HD</li> <li>- Must have a 2.0 Channel Speaker Configuration</li> <li>- Must be a Down Firing Speaker Configuration</li> <li>- Must have at least 2 speakers</li> <li>- Must have the following sound technology               <ul style="list-style-type: none"> <li>• dolby Audio,</li> <li>• Stereo System</li> </ul> </li> <li>- Must have two (2) USB Ports</li> <li>- Must have t HDMI Ports</li> <li>- Must be Smart TV</li> </ul>			

CONTRACT PACKAGE	SPECIFICATION	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	<ul style="list-style-type: none"> <li>- Must have WebOS Operating System</li> <li>- Must be capable of WIFI connection</li> <li>- Must be capable of Bluetooth connection</li> <li>- Must have a remote control</li> </ul>			
			<b>Statement of Compliance ("Comply" or "Not Comply")</b>	
<p><b>General Scope of Services:</b></p> <ol style="list-style-type: none"> <li>1. The winning supplier warrants that it shall strictly conform to all the Terms and Conditions of this Terms of Reference.</li> <li>2. The winning supplier shall supply, deliver the video and audio equipment within Fifteen (15) calendar days upon receipt of Purchase Order/Notice to Proceed.</li> <li>3. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation.</li> <li>4. The prospective supplier shall provide photo/picture of the items being procured. Photo/pictures of items not compliant with the requirement will be disqualified.</li> <li>5. The prospective supplier who accepted a Purchase Order and Notice to Proceed but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified in participating from future procurement activities of MARINA. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier</li> <li>6. Any offer for added feature, material and/or service shall be at no additional cost to procuring office.</li> </ol>				
<p><b>Warranty Period:</b></p> <ol style="list-style-type: none"> <li>1. One (1) year warranty on parts and services.</li> <li>2. After Sales Service and Support during the warranty period, all reported defects shall be completely/satisfactorily repaired/replaced by the winning supplier.</li> </ol>				
<p><b>Qualifications of Bidder:</b></p> <ol style="list-style-type: none"> <li>1. The Bidder must submit a valid PHILGEPS registration.</li> </ol>				



<p>2. The Bidder must submit a valid Mayor's/Business Permit</p> <p>3. The Bidder must submit an Omnibus Sworn Statement</p> <p>3.1. To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship), or</p> <p>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.</p>	
---	--

**FINANCIAL OFFER**

<p><b><u>Terms of Payment:</u></b></p> <p>1. Send Bill Arrangement;</p> <p>2. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account for one (1) year payment; and</p> <p>3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);</p> <p>4. The supplier shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier</p>
<p><b><u>Payment Details:</u></b></p> <p>Banking Institution : _____</p> <p>Account Number : _____</p> <p>Account Name (should be the exact account name as registered in the bank): _____</p> <p>Bank Branch : _____</p>

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 SUPPLY, DELIVERY OF AUDIO VISUAL EQUIPMENT FOR  
THE STCWO CONFERENCE ROOM**

<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>Seventy-One Thousand Five Hundred Ninety Pesos (Php 71,590.00)</b>	<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



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE

SUPPLY, DELIVERY OF AUDIO VISUAL EQUIPMENT FOR THE STCWO  
CONFERENCE ROOM

I. **Background:**

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 receive quotations from interested Service Providers for the supply, delivery of audio visual equipment for the STCWO conference room.

II. **Objective:**

To procure a set of audio visual equipment system for the STCWO conference room. Service will be provided based on the terms and conditions stipulated in this TOR.

III. **Budget:**

The Approved Budget of the Contract is **Seventy One Thousand Five Hundred Ninety Pesos Only (P71,590.00)**, which will be charged against the MARINA Central Office funds FY 2024.

IV. **Detailed Technical Specifications:**

This Terms of Reference (TOR) is composed of **One (1) Lot:**

Item	Description	Unit	Qty
	AUDIO SYSTEM		
1	Wall Mounted Speaker - 2-Way Professional Speaker System 450W - Minimum of 10 inch Speaker - Impedance: 8 ohms - Freq. Resp. 50Hz-2-KHz - Sensitivity: 90dB - With Pole Mounted Wall Bracket - Qty: two (2) pcs per set	Set 2 pcs/set	1
2	Public Address Amplifier - 500W+500W main channel surround sound karaoke amplifier 2 mic input with USB/BT with EQ input bass mid and treble control	unit	1
3	HDMI Cable (10m)	unit	2
	VIDEO SYSTEM		
4	- Must be LED Type - Must be at least 70 inches - Must have 4K Smart TV, 3840 x 2160 pixels - Must have Screen format: 16:9, Original, 4:3; Vertical Zoom, 4 Way zoom, Just Scan Horizontal	unit	1



	<ul style="list-style-type: none"> <li>- Must have a film maker mode or equivalent</li> <li>- Must have a a5 Gen 6 AI Processor</li> <li>- Must have Photo TV HD</li> <li>- Must have a 2.0 Channel Speaker Configuration</li> <li>- Must be a Down Firing Speaker Configuration</li> <li>- Must have at least 2 speakers</li> <li>- Must have the following sound technology <ul style="list-style-type: none"> <li>• dolby Audio,</li> <li>• Stereo System</li> </ul> </li> <li>- Must have two (2) USB Ports</li> <li>- Must have t HDMI Ports</li> <li>- Must be Smart TV</li> <li>- Must have WebOS Operating System</li> <li>- Must be capable of WIFI connection</li> <li>- Must be capable of Bluetooth connection</li> <li>- Must have a remote control</li> </ul>		
--	---	--	--

**V. General Scope of Services:**

1. The winning supplier warrants that it shall strictly conform to all the Terms and Conditions of this Terms of Reference.
2. The winning supplier shall supply, deliver the video and audio equipment within **Fifteen (15) calendar days** upon receipt of Purchase Order/Notice to Proceed.
3. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation.
4. The prospective supplier shall provide photo/picture of the items being procured. Photo/pictures of items not compliant with the requirement will be disqualified.
5. The prospective supplier who accepted a Purchase Order and Notice to Proceed but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified in participating from future procurement activities of MARINA. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier
6. Any offer for added feature, material and/or service shall be at no additional cost to procuring office.

**VI. Warranty Period:**

1. One (1) year warranty on parts and services.
2. After Sales Service and Support during the warranty period, all reported defects shall be completely/satisfactorily repaired/replaced by the winning supplier.

**VII. Qualifications of Bidder:**

1. The Bidder must submit a valid PHILGEPS registration.

2. The Bidder must submit a valid Mayor's/Business Permit
3. The Bidder must submit an Omnibus Sworn Statement
  - 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.

**VIII. Terms of Payment:**

1. Send Bill Arrangement;
2. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account for one (1) year payment; and
3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
4. 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, STCW Office

Recommending approval:

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

Reviewed by:

  
**ATTY. PATRICK D. FERRARO**  
Head, TWG for Information Technology

  
**ATTY. MARIA ROWENA B. HUBILLA**  
Chairperson, MARINA 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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]*