



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 **TEN (10) AIRCONDITIONING UNITS FOR 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 **Four Hundred Ninety Thousand Pesos (P490,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 12NN of 18 JULY 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 **PhilGEPS Registration Number** and **2024 Mayor's/Business Permit** along with the signed quotation/proposal.

The Supplier/Service Provider with Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB – Prescribed forms), Income/Business Tax Return (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from the receipt of the notice of Single/Lowest Calculated Quotation.

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).

By the Authority of the Bids and Awards Committee:

  
**ATTY. MARIVIC S. RAMOS**

Head, Bids and Awards Committee Secretariat

### **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:

UNIT	ITEM DESCRIPTION	QTY	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 Lot	<b>Wall-Mounted/Split Type</b> <ul style="list-style-type: none"> <li>Power Input : 1 Phase, 220240V/60Hz</li> <li>Colling Capacity : 1.5 HP</li> </ul> <b>Indoor Unit</b> <ul style="list-style-type: none"> <li>Dimension (LWH) : 20cm x 94cm x33cm</li> <li>Type : Inverter AC-Cooling Only</li> <li>Refrigerant Liquid Type Diameter (mm): 9.5/15.9</li> <li>Pipe Length : 50 (m)</li> <li>Elevation Length : 30 (m)</li> </ul> <b>Outdoor Unit</b> <ul style="list-style-type: none"> <li>Dimension (LWH) : 35cm x 80cm x55cm</li> <li>Refrigerant : R410A</li> </ul>	10			

GENERAL SPECIFICATION	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<ol style="list-style-type: none"> <li>The ACUs must be equipped with energy-saving features, ultra-quiet, operation and convenient functions;</li> <li>It must have a dehumidifying function that reduces and maintains the level of humidity in the air to prevent the growth of any mildew and eliminate musty odors, molds, and dust mites for a safer and cleaner environment.</li> <li>It shall have a digital LED Display feature which shows any status of the ACU through an eye-catching and safe-to-eye LED Lights display; and,</li> <li>It should have a 24 Hours On/Off Timer that can set the schedule when to turn on/off automatically at any desired time.</li> </ol>			

REQUEST FOR QUOTATION FORM

	Statement of Compliance ("Comply" or "Not Comply")
<b>End User Requirements</b>  The prospective supplier shall acquire/submit the following requirements/documents together with the quotation: <ul style="list-style-type: none"> <li>a. Minimum of one (1) year in the ACU supply and installation industry. (Photocopy of the contract entered by and between the bidder and previous or existing client to be submitted to MARINA)</li> <li>b. Have sufficient service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively. (A list of technicians has to be submitted to MARINA)</li> <li>c. Supplier must submit a Client Satisfactory Rating as proof of satisfactorily providing a similar service with another government agency or private entity within one (1) year preceding the submission of the quotation. (Certification on Satisfaction Rating issued by a previous or existing client to be submitted to MARINA)</li> </ul>	
<b>Delivery Location:</b>  MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines	
<b>Delivery Schedule:</b>  Within 7-15 Days CD upon confirmation of Notice to Proceed (NTP)	

### **FINANCIAL OFFER**

<b><u>Terms of Payment:</u></b>  <i>The Supply and Installation of 10 ACUS shall be paid within Thirty (30) calendar days after the issuance of Billing Statement to MARINA with complete supporting documents subject to all applicable taxes:</i> <ul style="list-style-type: none"> <li>a. Letter Request for payment; and,</li> <li>b. Accomplishment Report on the Supply and Installation of the ACUs duly signed by a MARINA authorized representative.</li> </ul>
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REQUEST FOR QUOTATION FORM

<b><u>Payment Details:</u></b>	
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.

SUPPLY, DELIVERY, AND INSTALLATION OF TEN (10) AIR CONDITIONING UNITS FOR THE MARINA CENTRAL OFFICE BUILDING	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<b>Four Hundred Ninety Thousand Pesos (P490,000.00).</b>	In words: _____ _____ _____ _____  In figures: _____ _____ _____

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

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

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

\_\_\_\_\_  
Email address/es

REQUEST FOR QUOTATION FORM

## **TERMS OF REFERENCE**

**SUPPLY, DELIVERY AND INSTALLATION OF TEN (10) AIR CONDITIONING UNITS  
(ACUs) FOR THE MARINA CENTRAL OFFICE**

## TERMS OF REFERENCE

### SUPPLY, DELIVERY AND INSTALLATION OF TEN (10) AIR CONDITIONING UNITS FOR THE MARINA CENTRAL OFFICE

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#### I. PURPOSE

The purpose of the project is for the supply, delivery and installation of ten (10) air conditioning units (ACUs) for the MARINA Central Office to ensure convenient working conditions and continuous public service of MARINA.

#### II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget of the Contract (ABC) is **Four Hundred Ninety Thousand Pesos Only** (Php 490,000.00), inclusive of VAT and other applicable government taxes to be charged against the MARINA funds CY 2024.

#### III. TERMS OF CONTRACT PERIOD

The term of the Service Agreement will cover the supply, delivery and installation of ten (10) air conditioning units for the MARINA Central Office, effective upon receipt of the Notice to Proceed by the winning Service Provider.

#### IV. SCOPE OF WORK

To supply, deliver and installation of ten (10) Air Conditioning Units, with the following specifications:

##### A. General Specification

1. The ACUs must be equipped with energy-saving features, ultra-quiet, operation and convenient functions;
2. It must have a dehumidifying function that reduces and maintains the level of humidity in the air to prevent the growth of any mildew and eliminate musty odors, molds, and dust mites for a safer and cleaner environment;
3. It shall have a digital LED Display feature which shows any status of the ACU through an eye-catching and safe-to-eye LED Lights display; and
4. It should have a 24 Hours On/Off Timer that can set the schedule when to turn on/off automatically at any desired time.

##### B. Technical Specification (Minimum Requirements)

##### 1. Ten (10) Units of Wall-Mounted/Split Types

- |                    |   |                        |
|--------------------|---|------------------------|
| ➤ Power Input      | : | 1 Phase, 220-240V/60Hz |
| ➤ Cooling Capacity | : | 1.5 HP                 |

##### INDOOR UNIT

- |                   |   |                          |
|-------------------|---|--------------------------|
| ➤ Dimension (LWH) | : | 20cm x 94cm x 33cm       |
| ➤ Type            | : | Inverter AC-Cooling Only |

- Refrigerant Liquid  
Type Diameter (mm) : 9.5/15.9
- Pipe Length : 50 (m)
- Elevation Length : 30 (m)

**OUTDOOR UNIT**

- Dimension (LWH) : 35cm x 80cm x 55cm
- Refrigerant : R410A

2. Location of Installation

Office/Unit	Floor	
ES Director's Office	12 <sup>th</sup> Floor	1
ES Complaint and Investigation Division	12 <sup>th</sup> Floor	1
ES Monitoring Operation Center	12 <sup>th</sup> Floor	1
MRO-NCR Director's Office	12 <sup>th</sup> Floor	1
OSS Division Chief Room	8 <sup>th</sup> Floor	1
STCWO METSS Area	6 <sup>th</sup> Floor	1
STCWO Server Room	5 <sup>th</sup> Floor	1
MARINA Board Room	3 <sup>rd</sup> Floor	1
MFAS Record Section	2 <sup>nd</sup> Floor	1
MDS Staff Area	2 <sup>nd</sup> Floor	1
<b>TOTAL: 10 UNITS</b>		

**V. MARINA REQUIREMENTS**

Prospective supplier shall acquire/submit the following requirements/documents together with the quotation:

- A. Minimum of one (1) year in the ACU supply and installation industry. **(Photocopy of the contract entered by and between the bidder and previous or existing client to be submitted to MARINA)**
- B. Have sufficient service technician personnel, equipment, and materials to address all MARINA's issues /concerns effectively. **(A list of technicians has to be submitted to MARINA)**
- C. Supplier must submit a Client Satisfactory Rating as proof of satisfactorily providing a similar service with another government agency or private entity within one (1) year preceding the submission of the quotation. **(Certification on Satisfaction Rating issued by a previous or existing client to be submitted to MARINA)**

**VI. ELIGIBILITY REQUIREMENTS**

Suppliers shall have to submit the following documents together with the quotation:

- A. DTI Business Registration, CDA Registration, or SEC Certificate;
- B. Valid PhilGEPs Registration/PhilGEPS Registration Number; and

- C. Valid Business/Mayor's Permit;
- D. Income/Business Tax Return;
- E. Omnibus Sworn Statement
  - a. To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship); or
  - b. 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. RESPONSIBILITIES OF THE WINNING SUPPLIER**

- a. The Supplier represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of this project, and hereby agrees and warrants that it shall faithfully observe and comply therewith;
- b. The Supplier shall furnish tools, equipment, lubricants, and cleaning supplies to carry out their duties and responsibilities for installation of ACU;
- c. All the components and consumables to be supplied by the Supplier have to be approved by the MARINA prior to use/installation;
- d. All work and services provided in this project are to be performed during normal working hours on regular working days. The MARINA may request the Supplier in writing, for working outside such times at no extra cost if it affects the operation at the MARINA Central Office Building. All works and services are not required to be carried out on public holidays except when the MARINA finds it necessary in its operation;
- e. The Supplier shall closely coordinate with the MFAS-Building Maintenance Section to supervise the activity and shall provide a detailed/accomplishment report and its recommendation; and
- f. The Supplier shall provide necessary Proper Protective Equipment (PPE) which its employees and ensure proper disposal of gloves, gowns (suits), and other PPE to avoid contamination. All used PPE and cleaning materials shall be disposed of in sealed, plastic disposal.

## **VIII. SERVICE/DELIVERY SCHEDULE**

- A. The scope of work shall commence in Seven to Fifteen (7-15) days upon receipt of the Notice to Proceed (NTP).
- B. Its service/delivery schedule shall be conducted during normal office hours and on regular working days or before the stipulated date in the contract unless otherwise specified for a valid reason why the same cannot be complied with;
- C. MARINA shall impose a penalty of 1/10 of 1% of the total value of the undelivered order for each day of delay as liquidated damages after the specified allowable number of days of delivery of the units.

**IX. PAYMENT TERM**

The Supply and Installation of 10 ACUS shall be paid within 30 days after the issuance of Billing Statement to MARINA with complete supporting documents subject to all applicable taxes:

- A. Letter Request for Payment; and
- B. Accomplishment Report on the Supply and Installation of the ACUs duly signed by a MARINA authorized representative.

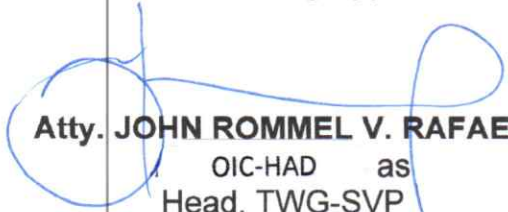
**X. LIQUIDATED DAMAGES**

When the Supplier fails to satisfactorily deliver goods within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Service Provider shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned

Prepared by:

  
**VIEN CONSTANTINE C. MESINA**  
OIC-Chief, GSD

Recommending Approval:

  
**Atty. JOHN ROMMEL V. RAFAEL**  
OIC-HAD as  
Head, TWG-SVP

Approved by:

  
**CHERYL V. PASCUA**  
Director II, MFAS

## 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]*