



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 **SUPPLY AND DELIVERY OF INFORMATION TECHNOLOGY PERIPHERALS** 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 Million Pesos (Php 1,000,000.00)**.

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 07 October 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 Mayor's/Business Permit
- b. Valid PhilGEPS Registration

The Supplier/ Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB – Prescribed forms), Income/Business Tax Return (for ABC's above Php500k)** 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:

DESCRIPTION	Unit	Quantity	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1. Hard Disk (1TB HDD) 1TB HDD 7200 RPM 3.5" SATA 6Gb/s 64MB Cache	pc	8			
2. Solid State Drive 2.5" (1TB) 1TB SATA 6 Gb/s   Sequential Read (Max, MB/s):560/530 2.5-inches	pc	10			
3. Hard Disk 3.5" (4TB) SATA 6Gb/s 256MB Cache	pc	4			
4. Memory (Desktop) 8GB 3200MHZ (1X8GB) DDR4	pc	12			
5. Memory (Laptop) 16Gb (1x16GB) DDR4	pc	5			
6. Portable SSD 1TB Portable SSD USB-A and USB-C	pc	4			
7. HDMI Cable HDMI cable 3 meters male to male	pc	4			
8. Solid State Drive M.2 500GB / 3D NAND / XTS-AES 256-bit Encryption / TCG Opal / IEEE 1667 / eDrive Security	pc	3			
9. Router 802.11ac AC4000 WiFi (750 + 1625 + 1625) Simultaneous Tri-Band WiFi - Tx/Rx 3x3 (2.4GHz) + 3x3 (5GHz) + 3x3 (5GHz) Five (5) 10/100/1000 Mbps  Gigabit Ethernet ports (1 WAN & 4 LAN) Two (2) USB ports (1 USB 3.0 & 1 USB 2.0)	pc	2			
10. RJ 45 8P8C RJ-45 Connector (8-pin connector) Through Hole PCB mount socket Compatible with all CAT and UDP cable	pc	300			
11. CMOS Battery 3V Lithium CMOS Motherboard Battery	pc	132			
12. External Hard Drive (1TB) 1 TB USB 3.0 and above	pc	7			
13. External Hard Drive (4TB) 4 TB USB 3.0 and above	pc	5			
14. HDMI to VGA Cable 3 meters HDMI (male) to VGA (male) cable Converter 3 Meters	pc	3			
15. Crimping Tool Crimping Crimper Tool For Network Rj45 Rj11 Rj12 4p 6p 8p With Wire Stripper	pc	2			
16. Uninterrupted Power Supply 2000 VA <ul style="list-style-type: none"> <li>Backup time of at least 5 minutes at full load Load capacity of</li> </ul>	pc	4			



<ul style="list-style-type: none"> <li>2000VA 19800Watts</li> <li>• RT2U (tower / rack 2U)</li> <li>• Auto self testing system</li> <li>• Communication: USB/SNMP</li> <li>• On-Line UPS System <ul style="list-style-type: none"> <li>Input and Output Voltage at 230 VAC with 60Hz</li> <li>No Load Shutdown</li> <li>Related cables and accessories comes complete with sealed free- maintenance batteries</li> <li>UPS battery must have at least 1-year warranty</li> </ul> </li> <li>• User Interface: LCD with audible alarm</li> <li>• Outlet Receptacle: 8 IEC C13 Outlets</li> <li>• Warranty 3 years on electronics, 2 years on batteries</li> </ul>					
<p>17. Uninterrupted Power Supply 650 VA</p> <ul style="list-style-type: none"> <li>• Run time for load 325 Watts : -1m</li> <li>• Max. Capacity Used : 100%</li> <li>• Output power capacity : 325Watts / 650VA</li> <li>• Output Connections : (2) Universal receptacle (Battery Backup)</li> <li>• Nominal Output Voltage : 230V</li> <li>• Nominal Input Voltage : 230V</li> <li>• Input Connections : NEMA 5-15P</li> <li>• Cord Length : 1.2meters</li> <li>• Maximum Input Current</li> </ul>	pc	120			
<p><b><u>DELIVERY:</u></b></p>	<p><b>Statement of Compliance</b>  ("Comply" or "Not Comply")</p>				
<p>Thirty (30) Calendar Days upon Receipt of Notice to Proceed/Purchase Order.</p>					
<p><b><u>QUALIFICATION OF THE SUPPLIER:</u></b></p>	<p><b>Statement of Compliance</b>  ("Comply" or "Not Comply")</p>				
<p>The supplier must be legally registered, has at least 3 years' experience in supplying computer hardware/peripherals and should submit at least two (2) Client Satisfactory Certificates issued in the last two (2) years.</p>					
<p><b><u>PAYMENT:</u></b></p>	<p><b>Statement of Compliance</b>  ("Comply" or "Not Comply")</p>				
<p>The payment shall be made upon issuance of the Billing Statement on a Bank- to-Bank basis. Automatic Debit</p>					

Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.

**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.*

**PROCUREMENT OF SUPPLY AND DELIVERY OF INFORMATION TECHNOLOGY PERIPHERALS**

**Approved Budget for the Contract (ABC)**

**Total Offered Quotation**

**One Million Pesos only  
(Php1,000,000.00)**

In words: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In figures: \_\_\_\_\_  
\_\_\_\_\_

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

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

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

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



## **TERMS OF REFERENCE**

### **SUPPLY AND DELIVERY OF INFORMATION TECHNOLOGY PERIPHERALS**

#### **I. Background**

The Maritime Industry Authority (MARINA) was created on 01 June 1974 as an attached Agency to the Office of the President (OP) with the issuance of Presidential Decree No. 474, otherwise known as the Maritime Industry Decree of 1974, to integrate the development, promotion and regulation of the maritime industry in the country and the creation of the Ministry (now Department) of Transportation (DOTr) by virtue of Executive Order No. 546, the MARINA was attached to the DOTr for policy and program coordination on 23 July 1979. By virtue of Republic Act No. 10635, the Maritime Industry Authority (MARINA) is established as the "Single Maritime Administration" responsible for the implementation and enforcement of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended, and International Agreements or Covenants related thereto.

The day-to-day operation of the Maritime Industry Authority's Standards Training, Certification and Seafarer Watchkeeping (STCW) depends on the reliability of IT equipment. Consider the accessibility of the online system for MARINA-STCW offices and stakeholders with little or no downtime.

#### **II. Objective**

The procurement process for IT peripherals is essential for ensuring the proper upkeep, both preventative and corrective, of the STCW Office and Examination Centers located in MRO VI, VII, and XI. These IT Assets encompass a wide range of components such as software, hardware, and network infrastructure that require consistent maintenance and support.

#### **III. Approved Budget Contract**

The supplier shall bid for all items described in this Terms of reference, which shall not exceed the Approved Budget Contract (ABC) in the amount of One Million Pesos (1,000,000.00), inclusive of all applicable government charges.

#### IV. Deliverables

	ITEM	QUANTITY	PRICE PER ITEM
1	Hard Disk (1TB HDD)	8	6,000.00
2	Solid State Drive 2.5" (1TB)	10	6,600.00
3	Hard Disk 3.5" (4TB)	4	8,000.00
4	Memory (Desktop)	12	5,800.00
5	Memory (Laptop)	5	6,300.00
6	Portable SSD	4	7,100.00
7	HDMI Cable	4	1,100.00
8	Solid State Drive M.2	3	8,100.00
9	Router	2	17,000.00
10	RJ 45	300	7.00
11	CMOS Battery	132	100.00
12	External Hard Drive (1TB)	7	4,400.00
13	External Hard Drive (4TB)	5	8,100.00
14	HDMI to VGA Cable 3 meters	3	600.00
15	Crimping Tool	2	700.00
16	Uninterrupted Power Supply 2000 VA	4	50,000.00
17	Uninterrupted Power Supply 650 VA	120	3,100.00

#### V. Technical Specifications

No.	Item	Specification
1	Hard Disk (1TB HDD)	• 1TB HDD 7200 RPM 3.5" SATA 6Gb/s 64MB Cache
2	Solid State Drive 2.5"	• 1TB SATA 6 Gb/s   Sequential Read (Max, MB/s):560/530 2.5-inches
3	Hard Disk 3.5" (4TB)	• SATA 6Gb/s 256MB Cache
4	Memory (Desktop)	• 8GB 3200MHZ (1X8GB) DDR4
5	Memory (Laptop)	• 16Gb (1x16GB) DDR4
6	Portable SSD	• 1TB Portable SSD USB-A and USB-C
7	HDMI Cable	• HDMI cable 3 meters male to male
8	Solid State Drive M.2	• 500GB / 3D NAND / XTS-AES 256-bit Encryption / TCG Opal / IEEE 1667 / eDrive Security



9	Router	<ul style="list-style-type: none"> <li>• 802.11ac AC4000 WiFi (750 + 1625 + 1625) Simultaneous Tri-Band WiFi - Tx/Rx 3x3 (2.4GHz) + 3x3 (5GHz) + 3x3 (5GHz) Five (5) 10/100/1000 Mbps Gigabit Ethernet ports (1 WAN &amp; 4 LAN) Two (2) USB ports (1 USB 3.0 &amp; 1 USB 2.0)</li> </ul>
10	RJ 45	<ul style="list-style-type: none"> <li>• 8P8C RJ-45 Connector (8-pin connector) Through Hole PCB mount socket Compatible with all CAT and UDP cable</li> </ul>
11	CMOS Battery	<ul style="list-style-type: none"> <li>• 3V Lithium CMOS Motherboard Battery</li> </ul>
12	External Hard Drive (1TB)	<ul style="list-style-type: none"> <li>• 1 TB USB 3.0 and above</li> </ul>
13	External Hard Drive (4TB)	<ul style="list-style-type: none"> <li>• 4 TB USB 3.0 and above</li> </ul>
14	HDMI to VGA Cable	<ul style="list-style-type: none"> <li>• HDMI (male) to VGA (male) cable Converter 3 Meters</li> </ul>
15	Crimping Tool	<ul style="list-style-type: none"> <li>• Crimping Crimper Tool For Network Rj45 Rj11 Rj12 4p 6p 8p With Wire Stripper</li> </ul>
16	UPS 2 KVA	<ul style="list-style-type: none"> <li>• Backup time of at least 5 minutes at full load</li> <li>• Load capacity of 2000VA 19800Watts</li> <li>• RT2U (tower / rack 2U)</li> <li>• Auto self testing system</li> <li>• Communication: USB/SNMP</li> <li>• On-Line UPS System</li> <li>• Input and Output Voltage at 230 VAC with 60Hz</li> <li>• No Load Shutdown</li> <li>• Related cables and accessories</li> <li>• Comes complete with sealed free-maintenance batteries</li> <li>• UPS battery must have at least 1-year warranty</li> <li>• User Interface: LCD with audible alarm</li> <li>• Outlet Receptacle: 8 IEC C13 Outlets</li> <li>• Warranty 3 years on electronics, 2 years on batteries</li> </ul>
17	Uninterrupted Power Supply 650 VA (Desktop)	<ul style="list-style-type: none"> <li>• Run time for load 325 Watts : -1m</li> <li>• Max. Capacity Used : 100%</li> <li>• Output power capacity : 325Watts / 650VA</li> <li>• Output Connections : (2) Universal receptacle (Battery Backup)</li> <li>• Nominal Output Voltage : 230V</li> <li>• Nominal Input Voltage : 230V</li> <li>• Input Connections : NEMA 5-15P</li> <li>• Cord Length : 1.2meters</li> <li>• Maximum Input Current</li> </ul>



## VI. Delivery

- Thirty (30) Calendar Days upon Receipt of Notice to Proceed/Purchase Order.

## VII. Qualification of the Supplier

- The supplier must be legally registered, has at least 3 years' experience in supplying computer hardware/peripherals and should submit at least two (2) Client Satisfactory Certificates issued in the last two (2) years.

## VIII. Payment

- The payment shall be made upon issuance of the Billing Statement on a Bank-to-Bank basis. Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.

### Prepared by:

  
**DALMACIO L. GONZALES JR.**  
Chief, ICTMD

### ~~APPROVED / DISAPPROVED:~~

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