



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 LIGHTING SYSTEM FOR THE MARINA CENTRAL OFFICE BUILDING FAÇADE FOR THE WORLD MARITIME DAY** 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 **Two Hundred Thousand Pesos (P200,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 12 NN of 10 September 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 Supplier/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.

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.

(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	8.5” PAR Light (RGB) <ul style="list-style-type: none"> ▪ Input Voltage: AC 90V to 240V ▪ Range: 50Hz to 60Hz ▪ Power Consumption: up to 150W ▪ Lamp: 60 pcs - 3W ▪ Color: RGB ▪ Channel: 7 Channels ▪ Control Mode: DMX512, Sound Active ▪ Minimum Packing Size: (500-510) x (420-440) x (250-280) mm ▪ Weight: 3 to 3.5kg 	6			
	Light Controller <ul style="list-style-type: none"> ▪ Up to 284 Channels (16/32 Channel Slides) ▪ 1990 Standard ▪ Up to 30 banks with 8 scenes each ▪ Record up to 6 chases with fade time and speeds ▪ 16 sliders for control of channels ▪ Built-in microphone for music mode ▪ Auto-mode program controlled by fade time sliders ▪ LED Gooseneck Lamp ▪ Plastic-End Housing 	1			
	Flight Case for Lights <ul style="list-style-type: none"> ▪ Adequate size for the Facade Lighting and Controller 	1			
	Lighting Stand <ul style="list-style-type: none"> ▪ Height: 1.8m to 4.3m ▪ Bar: minimum of 2m ▪ Maximum Load Capacity: up to 60kg 	2			

GENERAL SPECIFICATION	Statement of Compliance (“Comply” or “Not Comply”)	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<ol style="list-style-type: none"> 1. The Supplier will carry out the supply and delivery of the lighting system to be installed in the MARINA Central Office Building; 2. The adequate and needed electrical materials for the lighting system should be supplied by the Winning Supplier; and 3. The lights shall have sufficient power to lit up the MARINA Central Office Building facade. 			

End User Requirements	Statement of Compliance (“Comply” or “Not Comply”)
<p>Prospective supplier shall acquire/submit the following requirements/documents together with the quotation:</p> <ol style="list-style-type: none"> A. Minimum of one (1) year in the lighting system 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) 	

<p style="text-align: center;">RESPONSIBILITIES OF THE WINNING SUPPLIER</p>	<p style="text-align: center;">Statement of Compliance ("Comply" or "Not Comply")</p>
<p>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;</p> <p>B. The Supplier shall furnish tools, equipment, lubricants, and cleaning supplies to carry out their duties and responsibilities for the supply and delivery of lighting system;</p> <p>C. All the components and consumables to be supplied by the Supplier have to be approved by the MARINA prior to use;</p> <p>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;</p> <p>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;</p> <p>F. The Supplier shall conduct a training or demonstration to the assigned MARINA personnel on the operation of the equipment; and</p> <p>G. 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.</p>	

	Statement of Compliance ("Comply" or "Not Comply")
<p>Warranty:</p> <p>The Supplier shall guarantee the work done to be free from defects for a period of One (1) year reckoned from acceptance of the project. The form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.</p>	
<p>Delivery Location:</p> <p>MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines</p>	
<p>Delivery Terms:</p> <p>A. Within 7-15 Days CD upon confirmation of Notice to Proceed (NTP)</p> <p>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;</p> <p>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.</p>	
<p><i>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</i></p>	

FINANCIAL OFFER

Terms of Payment:

The Supply and Delivery of the Lighting System 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 Delivery of the Lighting System duly signed by a MARINA authorized representative.*

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.

SUPPLY AND DELIVERY OF LIGHTING SYSTEM FOR THE MARINA CENTRAL OFFICE BUILDING FAÇADE FOR THE WORLD MARITIME DAY	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p>Two Hundred Thousand Pesos (P200,000.00).</p>	<p>In words: _____ _____ _____</p> <p>In figures: _____ _____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF LIGHTING SYSTEM FOR THE MARINA CENTRAL OFFICE BUILDING FACADE FOR THE WORLD MARITIME DAY

I. PURPOSE

The purpose of the project is for the supply and delivery of lighting system for the MARINA Central Office Building Facade to provide sufficient amount of light at the facade of the building for the World Maritime Day.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget of the Contract (ABC) is **Two Hundred Thousand Pesos Only** (Php 200,000.00), 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 and delivery of lighting system for the facade of MARINA Central Office Building, effective upon receipt of the Notice to Proceed by the winning Service Provider.

IV. SCOPE OF WORK

To supply and deliver of lighting system for the MARINA Central Office Building facade, with the following specifications:

A. General Specification

1. The Supplier will carry out the supply and delivery of the lighting system to be installed in the MARINA Central Office Building;
2. The adequate and needed electrical materials for the lighting system should be supplied by the Winning Supplier; and
3. The lights shall have sufficient power to lit up the MARINA Central Office Building facade.

B. Deliverable

DESCRIPTION	QTY	UNIT
8.5" PAR Light (RGB) <ul style="list-style-type: none">➤ Input Voltage: AC 90V to 240V➤ Range: 50Hz to 60Hz➤ Power Consumption: up to 150W➤ Lamp: 60 pcs - 3W➤ Color: RGB➤ Channel: 7 Channels➤ Control Mode: DMX512, Sound Active➤ Minimum Packing Size: (500-510) x (420-440) x (250-280) mm➤ Weight: 3 to 3.5kg	6	Units

Light Controller ➤ Up to 284 Channels (16/32 Channel Slides) ➤ 1990 Standard ➤ Up to 30 banks with 8 scenes each ➤ Record up to 6 chases with fade time and speeds ➤ 16 sliders for control of channels ➤ Built-in microphone for music mode ➤ Auto-mode program controlled by fade time sliders ➤ LED Gooseneck Lamp ➤ Plastic-End Housing	1	Unit
Flight Case for Lights ➤ Adequate size for the Facade Lighting and Controller	1	Unit
Lighting Stand ➤ Height: 1.8m to 4.3m ➤ Bar: minimum of 2m ➤ Maximum Load Capacity: up to 60kg	2	Units

V. MARINA REQUIREMENTS

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

- A. Minimum of one (1) year in the lighting system 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. Valid PhilGEPs Registration/PhilGEPS Registration Number; and
- B. Valid Business/Mayor's Permit;
- C. 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 the supply and delivery of lighting system;
- c. All the components and consumables to be supplied by the Supplier have to be approved by the MARINA prior to use;
- 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;
- f. The Supplier shall conduct a training or demonstration to the assigned MARINA personnel on the operation of the equipment; and
- g. 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. WARRANTY

- a. The Supplier shall guarantee the work done to be free from defects for a period of One (1) year reckoned from acceptance of the project. The form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

X. PAYMENT TERM

The Supply and Delivery of the Lighting System 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 Delivery of the Lighting System duly signed by a MARINA authorized representative.

XI. 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 *CB*

Approved by:



CHERYL V. PASCUA
Director II, MFAS