



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): \_\_\_\_\_

Name of Representative & Designation: \_\_\_\_\_

The **Maritime Industry Authority (MARINA)**, through its Bids and Awards Committee (BAC), intends to procure **PROCUREMENT OF MARINA ID LANYARDS AND ID CARD HOLDERS** 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-Seven Thousand Five Hundred Fifty Pesos (P77,550.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **11:00 A.M. of 19 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, 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 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)**, and **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:

CONTRACT PACKAGE	Item No.	ITEM DESCRIPTION	QTY	Statement of Compliance (“Comply” or “Not Comply”)	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>Specifications/ Deliverables</b>  (Ex. Size, color, materials used and other specs requirements)	1 LOT	<b>ID Lanyard</b> Material: Standard Polyester Size: 1-inch x 35” Attachments: Size Release Buckle Plus G-Hook  <i>(please see the design attached as Annex A)</i>	705 pcs			
		<b>ID Card Holder</b> Material: Plastic Size: 2.6” x 4.33” (66mm x 110mm) Color: Transparent	705 pcs			

	Statement of Compliance (“Comply” or “Not Comply”)
<b>End-User Requirements</b>  The winning bidder shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA	
<b>Delivery Terms</b>  The winning bidder should deliver the ID Lanyard and ID Card Holder to the Maritime Industry Authority within 7 calendar days from receipt of the Notice to Proceed (NTP) and Purchase Order (PO)	
<b>Delivery Location:</b>  MARINA Central Office Building, A Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines	
<b>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</b>	

**FINANCIAL OFFER**

**Terms of Payment:**

*Payment shall be made 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 MARINA ID LANYARDS AND ID CARD HOLDERS**

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

**Total Offered Quotation**

**Seventy-Seven Thousand Five Hundred Fifty  
Pesos (P77,550.00)**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

\_\_\_\_\_  
Email address

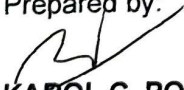


**TERMS OF REFERENCE**


*TECH SPECS*

<b>TITLE OF THE PROCUREMENT</b>	Procurement of MARINA ID Lanyards and ID Card Holders
<b>THE APPROVED BUDGET</b>	Seventy-seven thousand Five Hundred Fifty (₱ 77,550.00) inclusive of all applicable taxes
<b>SPECIFICATIONS</b>	<p><b>1. ID Lanyard (705 pcs)</b>  Material: Standard Polyester  Size: 1 inch x 35"  Attachments: Side Release Buckle Plus G-Hook</p> <p><b>2. ID Card Holder (705 pcs)</b>  Color: Transparent  Size: 2.6" x 4.33" (66mm x 110mm)  Material: Plastic</p>
<b>DELIVERY TERM</b>	The winning bidder should deliver the ID Lanyard and ID Card Holder to the Maritime Industry Authority within seven (7) calendar days from receipt of the Notice to Proceed (NTP) and Purchase Order.
<b>CONDITIONS</b>	The winning bidder shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA.
<b>PAYMENT TERM</b>	Payment shall be made within fifteen (15) to thirty (30) days upon receipt of the Billing Invoice/Statement of Account and upon issuance of Inspection and Acceptance of Report by MARINA.
<b>DOCUMENTARY REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Updated Business/Mayor's Permit</li> <li>2. PhilGEPS Registration</li> <li>3. Omnibus Sworn Statement <ol style="list-style-type: none"> <li>3.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship)</li> <li>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).</li> </ol> </li> </ol>

Prepared by:

  
**KAROL C. PONCE**  
Officer-in-Charge  
HRMDD, MFAS

Approved by:

  
**CHERYL V. PASCUA**  
Director II  
Management, Financial, and Administrative Service