



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 Audio, Video Package for MARINA-Central Office 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 Twenty Thousand Pesos (Php 220,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00 noon on 04 March 2025**, 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 service provider shall also submit a copy of **valid Mayor's/Business Permit, PhilGEPS Registration** and along with the quotation on or before the above specified deadline of submission of quotation.

The Supplier/ Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB – Prescribed forms)** within the period (maximum of 5 calendar days) as indicated in 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:


MELLANIE T. BALIN

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:

CONTRACT PACKAGE	DESCRIPTION/ TECHNICAL SPECIFICATIONS	Total Quantity	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
LED Smart TV	<ul style="list-style-type: none"> • At least 98 inches • Slim/Metallic Frame • 4K Mini LED Tv • Dolby Atmos/IMAX • Google Tv/Google Voice Assistant • Google Apps/Google Chromecast • Bluetooth 5.2 • Wi-Fi 5 (2.4G + 5G) • HDMI 2.1, 2.0,1.4 • USB 2.0*1, USB 3.0*1 • Metallic Frame • 2.0 Ch Speakers 	1 unit			
Compact Mobile TV Stand	<ul style="list-style-type: none"> • Height adjustable TV mount • Tilting Design • Heavy Duty & Lockable Casters • Material: Aluminum, Steel • Color: Black/powder coating • Compatible to 100 inches screen up to 220lbs, LED, 4K Smart Flat 	1 unit			
Sound Bar	<ul style="list-style-type: none"> • 400watts RMS/Sound Output: 37watts • 31.3 Channel • Dolby Atmos/DTS:X • AI Sound Pro/IMAX Enhanced • AI Room Calibration/Works with Google Assistant • Connection: HDMI-In/Out USB/Bluetooth (ver 5.0) 	1 unit			

GENERAL SCOPE OF SERVICES:	Statement of Compliance (“Comply” or “Not Comply”)
1. AWARD for this procurement is on a “ ONE LOT ” basis;	
2. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;	
3. The prospective supplier warrants that it shall strictly conform to all the Terms and Conditions of this Terms of Reference;	
4. The prospective 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 shall have a physical store within Metro Manila;	
6. The winning 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; and	
<u>WARRANTY PERIOD:</u>	Statement of Compliance (“Comply” or “Not Comply”)
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.	
<u>DELIVERY TERMS</u>	Statement of Compliance (“Comply” or “Not Comply”)
The delivery period is within 15 calendar days upon confirmation of Purchase Order (PO) at the Maritime Industry Authority Central Office. MARINA Building, 20 th St., corner Bonifacio Drive, 1018 Port Area (South), Manila.	
<u>PAYMENT TERMS</u>	Statement of Compliance (“Comply” or “Not Comply”)
Within Fifteen-Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA	

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 Audio, Video Package for MARINA-Central Office	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Two Hundred Twenty Thousand Pesos only (Php 220,000.00)	<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



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TECHNICAL SPECIFICATIONS

<p>Project Description</p>	<p>1. Procurement of Audio, Video Package for MARINA-Central Office</p>
<p>Approved Budget of the Contract</p>	<p>The Approved Budget for the Contract No. is Php 220,000.00 inclusive of all applicable taxes, transport/delivery or other miscellaneous expenses and will be charged against the MARINA Central Office funds (Capital Outlay) FY 2025.</p>
<p>Specifications/ Deliverables (Ex. Size, color, materials used and other specs requirements)</p>	
<p>One (1) unit LED Smart TV</p>	<p>Specification:</p> <ul style="list-style-type: none"> ➤ At least 98 inches ➤ Slim/Metallic Frame ➤ 4K Mini LED Tv ➤ Dolby Atmos/IMAX ➤ Google Tv/Google Voice Assistant ➤ Google Apps/Google Chromecast ➤ Bluetooth 5.2 ➤ Wi-Fi 5 (2.4G + 5G) ➤ HDMI 2..1, 2.0,1.4 ➤ USB 2.0*1, USB 3.0*1 ➤ Metallic Frame ➤ 2.0 Ch Speakers
<p>One (1) unit Compact Mobile TV Stand</p>	<p>Specification:</p> <ul style="list-style-type: none"> ➤ Height adjustable TV mount ➤ Tilting Design ➤ Heavy Duty & Lockable Casters ➤ Material: Aluminum, Steel ➤ Color: Black/powder coating ➤ Compatible to 100 inches screen up to 220lbs, LED, 4K Smart Flat
<p>One (1) unit Sound Bar</p>	<p>Specification:</p> <ul style="list-style-type: none"> ➤ 400watts RMS/Sound Output: 37watts ➤ 31.3 Channel ➤ Dolby Atmos/DTS:X ➤ AI Sound Pro/IMAX Enhanced ➤ AI Room Calibration/Works with Google Assistant ➤ Connection: HDMI-In/Out USB/Bluetooth (ver 5.0)
<p>Other End-User Requirements (Ex. Warranty, photos of the product and other end-user requirements)</p>	<p>GENERAL SCOPE OF SERVICES:</p> <ol style="list-style-type: none"> 1. AWARD for this procurement is on a " ONE LOT" basis; 2. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; 3. The prospective supplier warrants that it shall strictly conform to all the Terms and Conditions of this Terms of Reference; 4. The prospective shall provide photo/picture of the items being procured. Photo/pictures of items not compliant with the requirement will be disqualified;

	<p>5. The prospective supplier shall have a physical store within Metro Manila;</p> <p>6. The winning 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; and</p> <p>WARRANTY PERIOD:</p> <ol style="list-style-type: none"> 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.
<p style="text-align: center;">Delivery Terms <i>(to be determined by the End-User)</i></p>	<p>The delivery period is within 15 calendar days upon confirmation of Purchase Order (PO) at the Maritime Industry Authority Central Office. MARINA Building, 20th St., corner Bonifacio Drive, 1018 Port Area (South), Manila.</p>
<p style="text-align: center;">Payment Terms <i>(Government terms 15-30 CD)</i></p>	<p>Within Fifteen-Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA</p>
<p style="text-align: center;">Documentary Requirements <i>(per RA9184)</i></p>	<ol style="list-style-type: none"> 1. PhilGEPS Registration 2. Mayor's Permit/ Business Permit 3. The bidder must submit an Omnibus Sworn Statement <ol style="list-style-type: none"> 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 Corporate Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint venture.
<p>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</p>	

Prepared by:


ELLERIE A. TORRENTE
Admin Asst. III, PD-MFAS

Approved by:


Atty. MARIVIC S. RAMOS, CPA
Director I, MFAS