



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 **Catering Services for Meetings of the MARINA Board CY 2025** 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 Eighty Thousand Pesos (P480,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, **not later than 12:00 noon on 07 March 2025** subject to the Terms and Conditions in this 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 **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:


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:

ITEM DESCRIPTION QTY	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Catering Services for Monthly Meeting throughout the year 2025			
		Statement of Compliance	
		Comply	Not Comply
Specifications/ Deliverables <i>(Ex. Size, color, materials used and other specs requirements)</i>			
The following are the minimum requirements for the procurement:			
<ul style="list-style-type: none"> ● Date of Function <ul style="list-style-type: none"> ○ Monthly throughout the year 2025. ○ The number of meetings is estimated to be once a month from January to December 2025, depending on the need of the MARINA Board to meet, the schedule of which will be communicated at least three (3) days prior the Board meeting. 			
<ul style="list-style-type: none"> ● Venue: ● 3rd Floor MARINA Board Room, MARINA Building 20th Street corner Bonifacio Drive Port Area, Manila ● Note: the venue may be relocated to another suitable location within the MARINA Building. 			
<ul style="list-style-type: none"> ● Type of Service <ul style="list-style-type: none"> ○ Plated: morning snacks ○ Buffet: Lunch 			

<ul style="list-style-type: none"> ● Minimum Guaranteed Number of Persons <ul style="list-style-type: none"> ○ 40 persons – composed of the MARINA Board members, Directors/OICs of the MARINA Service Units, presenters, and the Secretariat. 		
<ul style="list-style-type: none"> ● Menu <p>A Variety of menu choices for each of the following type:</p> <ul style="list-style-type: none"> ● BUFFET SERVICE MENU: <ul style="list-style-type: none"> ○ Steamed rice; ○ Soup; ○ 4 Viand of: <ul style="list-style-type: none"> ▪ Beef/Pork ▪ Fish/Seafood ▪ Chicken; and ▪ Vegetables; ● Desserts; and ● Assorted drinks/soda/canned juice ● PLATED SERVICE MENU: <ul style="list-style-type: none"> ○ Sandwiches or noodle-based dish or other Filipino merienda dishes; and ○ Assorted drinks/ soda/ canned juice ● Other food requirements: <ul style="list-style-type: none"> ○ Continuous flow of brewed coffee/ tea; ○ Provision for option for sugar free drinks; ○ Provision for bottled mineral water; and ○ Mints/nuts/chips/ on the table 		
<ul style="list-style-type: none"> ● SET-UP / other requirements 		
<ul style="list-style-type: none"> ● Able to provide food with superior taste and simple but elegant buffet station; ● Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time; 		

<ul style="list-style-type: none"> • Complete preparation and set-up of buffet table/tables and chairs with covers at least one (1) hour before the meeting and as per availability of space in the venue; and • Waiters/ food attendant in appropriate attire with skill in food preparation and serving. 		
Documentary Requirements (per RA9184)		
1. PhilGEPS Registration		
2. Mayor's Permit/ Business Permit		
3. Omnibus Sworn Statement <i>Unnotarized Omnibus Sworn Statement is acceptable subject to compliance therewith after the award of contract in accordance with GPBB Resolution No. 09-2020</i>		
Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.		

FINANCIAL OFFER

<p><u>Terms of Payment:</u> Payment should be through a send bill arrangement, to be paid within thirty (30) days upon receipt of the billing invoice.</p>
<p><u>Payment Details:</u></p> <p>Banking Institution : _____</p> <p>Account Number : _____</p> <p>Account Name (should be the exact account name as registered in the bank): _____</p> <p>Bank Branch : _____</p>

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.

Catering Services for Meetings of the MARINA Board CY 2025	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Four Hundred Eighty Thousand Pesos (P480,000.00).	<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