



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 **Materials for the Storage Area on the 4th floor to 10th floor beside the Scenic Elevator**, 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 Forty-Seven Thousand Two Hundred Forty Pesos (P447,240.00) inclusive of all taxes and any other applicable fees.**

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 of 31 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 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)** within the period (maximum of 5 calendar days) as indicated in the Notice to 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:


MS. 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:

DESCRIPTION		Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
PROCUREMENT OF MATERIALS FOR THE STORAGE AREA AT THE 4TH FLOOR TO 10TH FLOOR BESIDE THE SCENIC ELEVATOR Specifications/Deliverables:				
UNIT	ITEM DESCRIPTION	QUANTITY		
bottle	Bostik - No More Nails	170		

pcs.	PVC Panel (Approved Color)	176			
pcs.	Gypsum board	60			
pcs.	Black Screw # 1 1/2	3,000			
pcs.	Marine Plywood 3/4	12			
pcs.	Metal Tracks 2x3x10 0.6 Gauge	90			
pcs.	Metal Studs 2x3x10 0.6 Gauge	110			
boxes	Blind Rivets 3/16 x 1/2	10			
pc.	Riveter -	1			
pcs.	Drill Bit (6mm.)	10			
bottle	Drill Bit (3mm.)	10			
pcs.	Sliding Roller (3 meters)	11			
pcs.	Roller Wheels (Gulong)	56			
pcs.	Roller Guide (3 meters)	11			
bundle	Rags (White)	2			
gal.	Flat Latex Paint	20			
gal.	Gloss Latex	20			
pcs.	Sand paper #180	80			
pcs.	Sand paper #200	50			
pcs.	Sand paper #1000	50			
pcs.	Baby Roller	8			
pcs.	Roller	8			
pcs.	Paint Brush #4	8			
pcs.	Paint Brush #2	10			
pcs.	Meter tape (8 meters)	1			
pcs.	Alloy triangle ruler	1			
pcs.	Combination L-square	1			
pcs.	Steel plumb bob 3/4	1			
pcs.	Plastic hand saw	1			

pcs.	Circular saw blade for wood	2			
set	Jig saw blade- wood	1			
set	Jig saw blade- metal	1			
pcs.	Black Screw # 2	200			
pcs.	Chalk line	1			
pcs.	Compass saw	1			
pcs.	K.D. 2x3x10	15			
			Statement of Compliance ("Comply" or "Not Comply")		
OTHER END-USER REQUIREMENTS: Must have Stores/Offices in Metro Manila.					
DELIVERY TERMS: Within 7-15 Days CD upon confirmation of Purchase Order (PO).					
PAYMENT TERMS: 1. Send Bill Arrangement; 2. Within Twenty (20) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA.					
Documentary Requirements: (per RA9184)					
1. PhilGEPS Registration;					
2. Mayor's Permit/ Business Permit					
3. Omnibus Sworn Statement: 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 Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint Venture.					
Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.					

FINANCIAL OFFER

Terms of Payment:

Within Twenty (20) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by 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 MATERIALS FOR THE STORAGE AREA AT THE 4TH FLOOR TO 10TH FLOOR BESIDE THE SCENIC ELEVATOR

Approved Budget for the Contract (ABC)	Total Offered Quotation
<p>Four Hundred Forty-Seven Thousand Two Hundred Forty Pesos (P447,240.00)</p>	<p><i>In words:</i></p> <p>_____</p> <p>_____</p> <p><i>In figures:</i></p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

TECHNICAL SPECIFICATIONS

<p>Project Description</p>	<p>Procurement of Materials for the Storage Area at the 4th Flr. to 10th. Flr. Besides the Scenic Elevator.</p>																																																																																																															
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<p>Specifications/ Deliverables (Ex. Size, color, materials used, and other specs requirements)</p>	<table border="1"> <thead> <tr> <th>UNIT</th> <th>ITEM DESCRIPTION</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr> <td>bottle</td> <td>Bostik - No More Nails</td> <td>170</td> </tr> <tr> <td>pcs.</td> <td>PVC Panel (Approved Color)</td> <td>176</td> </tr> <tr> <td>pcs.</td> <td>Gypsum board</td> <td>60</td> </tr> <tr> <td>pcs.</td> <td>Black Screw # 1 1/2</td> <td>3,000</td> </tr> <tr> <td>pcs.</td> <td>Marine Plywood 3/4</td> <td>12</td> </tr> <tr> <td>pcs.</td> <td>Metal Tracks 2x3x10 0.6 Gauge</td> <td>90</td> </tr> <tr> <td>pcs.</td> <td>Metal Studs 2x3x10 0.6 Gauge</td> <td>110</td> </tr> <tr> <td>boxes</td> <td>Blind Rivets 3/16 x 1/2</td> <td>10</td> </tr> <tr> <td>pc.</td> <td>Riveter -</td> <td>1</td> </tr> <tr> <td>pcs.</td> <td>Drill Bit (6mm.)</td> <td>10</td> </tr> <tr> <td>bottle</td> <td>Drill Bit (3mm.)</td> <td>10</td> </tr> <tr> <td>pcs.</td> <td>Sliding Roller (3 meters)</td> <td>11</td> </tr> <tr> <td>pcs.</td> <td>Roller Wheels (Gulong)</td> <td>56</td> </tr> <tr> <td>pcs.</td> <td>Roller Guide (3 meters)</td> <td>11</td> </tr> <tr> <td>bundle</td> <td>Rags (White)</td> <td>2</td> </tr> <tr> <td>gal.</td> <td>Flat Latex Paint</td> <td>20</td> </tr> <tr> <td>gal.</td> <td>Gloss Latex</td> <td>20</td> </tr> <tr> <td>pcs.</td> <td>Sand paper #180</td> <td>80</td> </tr> <tr> <td>pcs.</td> <td>Sand paper #200</td> <td>50</td> </tr> <tr> <td>pcs.</td> <td>Sand paper #1000</td> <td>50</td> </tr> <tr> <td>pcs.</td> <td>Baby Roller</td> <td>8</td> </tr> <tr> <td>pcs.</td> <td>Roller</td> <td>8</td> </tr> <tr> <td>pcs.</td> <td>Paint Brush #4</td> <td>8</td> </tr> <tr> <td>pcs.</td> <td>Paint Brush #2</td> <td>10</td> </tr> <tr> <td>pcs.</td> <td>Meter tape (8 meters)</td> <td>1</td> </tr> <tr> <td>pcs.</td> <td>Alloy triangle ruler</td> <td>1</td> </tr> <tr> <td>pcs.</td> <td>Combination L-square</td> <td>1</td> </tr> <tr> <td>pcs.</td> <td>Steel plumb bob 3/4</td> <td>1</td> </tr> <tr> <td>pcs.</td> <td>Plastic hand saw</td> <td>1</td> </tr> <tr> <td>pcs.</td> <td>Circular saw blade for wood</td> <td>2</td> </tr> <tr> <td>set</td> <td>Jig saw blade- wood</td> <td>1</td> </tr> <tr> <td>set</td> <td>Jig saw blade- metal</td> <td>1</td> </tr> <tr> <td>pcs.</td> <td>Black Screw # 2</td> <td>200</td> </tr> <tr> <td>pcs.</td> <td>Chalk line</td> <td>1</td> </tr> <tr> <td>pcs.</td> <td>Compass saw</td> <td>1</td> </tr> <tr> <td>pcs.</td> <td>K.D. 2x3x10</td> <td>15</td> </tr> </tbody> </table>	UNIT	ITEM DESCRIPTION	QUANTITY	bottle	Bostik - No More Nails	170	pcs.	PVC Panel (Approved Color)	176	pcs.	Gypsum board	60	pcs.	Black Screw # 1 1/2	3,000	pcs.	Marine Plywood 3/4	12	pcs.	Metal Tracks 2x3x10 0.6 Gauge	90	pcs.	Metal Studs 2x3x10 0.6 Gauge	110	boxes	Blind Rivets 3/16 x 1/2	10	pc.	Riveter -	1	pcs.	Drill Bit (6mm.)	10	bottle	Drill Bit (3mm.)	10	pcs.	Sliding Roller (3 meters)	11	pcs.	Roller Wheels (Gulong)	56	pcs.	Roller Guide (3 meters)	11	bundle	Rags (White)	2	gal.	Flat Latex Paint	20	gal.	Gloss Latex	20	pcs.	Sand paper #180	80	pcs.	Sand paper #200	50	pcs.	Sand paper #1000	50	pcs.	Baby Roller	8	pcs.	Roller	8	pcs.	Paint Brush #4	8	pcs.	Paint Brush #2	10	pcs.	Meter tape (8 meters)	1	pcs.	Alloy triangle ruler	1	pcs.	Combination L-square	1	pcs.	Steel plumb bob 3/4	1	pcs.	Plastic hand saw	1	pcs.	Circular saw blade for wood	2	set	Jig saw blade- wood	1	set	Jig saw blade- metal	1	pcs.	Black Screw # 2	200	pcs.	Chalk line	1	pcs.	Compass saw	1	pcs.	K.D. 2x3x10	15
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Prepared by:



VIEN CONSTANTINE C. MESINA
Chief, GSD

Approved by:



Atty. MARIVIC S. RAMOS
Director II, MFAS