



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 **Procurement of Pen and Paper Psychological Assessment Tools for the Human Resource Management and Development Division, Management, Financial and Administrative Service, Maritime Industry Authority (MARINA)**, 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 **Three Hundred Twelve Thousand Pesos (P312,000.00) 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 PM 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, 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 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](mailto: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](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:

DESCRIPTION	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<p><b>Procurement of Pen and Paper Psychological Assessment Tools for the Human Resource Management and Development Division, Management, Financial and Administrative Service, Maritime Industry Authority (MARINA)</b></p> <p><b>Specifications/Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. One (1) set of Psychological Assessment Tool to measure critical thinking and sound decision making for managerial and directorial positions. (Ex. Watson-Glaser Critical Thinking Appraisal) <ul style="list-style-type: none"> <li>• At least 12 reusable test booklets form A</li> <li>• At least 13 reusable test booklets form B</li> <li>• At least 100 answer sheets combined for form A and form B</li> <li>• Hand scoring keys for forms A and B</li> <li>• Psychometrician's Manual</li> </ul> </li> <li>2. One (1) set of Psychological Assessment Tool to measure multi-dimensional intelligence for managerial and directorial positions. (Ex. Employee Aptitude Survey) <ul style="list-style-type: none"> <li>• All ten (10) EAS subtests</li> <li>• At least one hundred (100) answer sheets for <b>each</b> subtest</li> <li>• Psychometrician Manual</li> </ul> </li> <li>3. One (1) set of Psychological Assessment Tool to measure non-verbal ability and predict high-intellect individuals for managerial and supervisory positions. (Ex. Raven Progressive Matrices – Advanced) <ul style="list-style-type: none"> <li>• At least 5 reusable set A and Set B</li> <li>• At least 100 answer sheets</li> <li>• Scoring Key</li> <li>• Psychometrician's Manual</li> </ul> </li> <li>4. One (1) set of Psychological Assessment Tool to measure Intelligence Quotient for rank-and-file positions. (Ex. Raven Progressive Matrices – Standard) <ul style="list-style-type: none"> <li>• At least 5 reusable set A and set B administration booklets</li> <li>• At least 100 answer sheets</li> </ul> </li> </ol>			

<ul style="list-style-type: none"> <li>• Scoring Key</li> <li>• Psychometrician's Manual</li> </ul> <p>5. One (1) set of Psychological Assessment Tool to measure personality inventory. (Ex. NEO Personality Inventory-3)</p> <ul style="list-style-type: none"> <li>• At least 10 reusable Form S Item Booklets (5 Male and 5 Female)</li> <li>• At least 10 reusable Form R Item Booklets (5 Male and 5 Female)</li> <li>• At least 25 Form S adult profile form</li> <li>• At least 25 Form R adult profile form</li> <li>• At least 25 Adult Combined-Gender Profile Forms</li> <li>• At least 50 Hand-scorable Answer Sheets</li> <li>• At least 25 NEO Summary Feedback Sheets</li> <li>• Psychometrician's Manual</li> </ul> <p>6. One (1) set of Psychological Assessment Tool to measure the vulnerability of employees to stress and depression in the workplace. (Ex. Occupational Stress Inventory: Revised)</p> <ul style="list-style-type: none"> <li>• At least 25 OSI-R Reusable Booklets</li> <li>• At least 50 OSI-R Generic Profile Forms</li> <li>• At least 50 OSI-R Gender-Specific Profile Forms</li> <li>• At least 100 OSI-R Rating Sheets</li> <li>• Psychometrician's Manual</li> </ul>			
<p><b>End-user Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Photos of the product</li> <li>2. Complete list of Specification of product</li> <li>3. Soft copy of the deliverable (only if applicable)</li> </ol>	<p><b>Statement of Compliance</b>  <b>("Comply" or "Not Comply")</b></p>		
<p><b>DELIVERY TERMS:</b></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, 20<sup>th</sup> St., corner Bonifacio Drive, 1018 Port Area, Manila.</p>			
<p><b>PAYMENT TERMS:</b></p> <p>Within Fifteen-Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance</p>			



of Inspection and Acceptance Report by MARINA	
<b>Documentary Requirements</b> (per RA9184)	
1. Copy of PhilGEPS Registration	
2. 2025 Mayor's/Business Permit	
3. Income/Business Tax Return	
4. The bidder must submit an 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.	
<b>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</b>	

### **FINANCIAL OFFER**

<p><b><u>Terms of Payment:</u></b>  <i>Within Fifteen-thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA</i></p>
<p><b><u>Payment Details:</u></b></p> <p style="text-align: right;"><i>Banking Institution :</i> _____</p> <p style="text-align: right;"><i>Account Number :</i> _____</p> <p style="text-align: right;"><i>Account Name</i>  <i>(should be the exact account name as registered in the bank):</i> _____</p> <p style="text-align: right;"><i>Bank Branch :</i> _____</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.*

**Procurement of Pen and Paper Psychological Assessment Tools for the Human Resource Management and Development Division, Management, Financial and Administrative Service, Maritime Industry Authority (MARINA)**

<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<p><b><i>Three Hundred Twelve Thousand Pesos (P312,000.00)</i></b></p>	<p>In words: _____ _____ _____</p> <p>In figures: _____ _____</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><b>Project Description</b></p>	<p>Procurement of Pen and Paper Psychological Assessment Tools for the Human Resource Management and Development Division, Management, Financial and Administrative Service, Maritime Industry Authority (MARINA)</p>
<p><b>Approved Budget of the Contract</b></p>	<p>The Approved Budget for the Contract is <b><u>Php 312,000.00</u></b> inclusive of all applicable taxes</p>
<p><b>Specifications/ Deliverables</b> <i>(Ex. Size, color, materials used and other specs requirements)</i></p>	<ol style="list-style-type: none"> <li>1. One (1) set of Psychological Assessment Tool to measure critical thinking and sound decision making for managerial and directorial positions. (Ex. Watson-Glaser Critical Thinking Appraisal) <ul style="list-style-type: none"> <li>• At least 12 reusable test booklets form A</li> <li>• At least 13 reusable test booklets form B</li> <li>• At least 100 answer sheets combined for form A and form B</li> <li>• Hand scoring keys for forms A and B</li> <li>• Psychometrician's Manual</li> </ul> </li>   <li>2. One (1) set of Psychological Assessment Tool to measure multi-dimensional intelligence for managerial and directorial positions. (Ex. Employee Aptitude Survey) <ul style="list-style-type: none"> <li>• All ten (10) EAS subtests</li> <li>• At least one hundred (100) answer sheets for <b>each</b> subtest</li> <li>• Psychometrician Manual</li> </ul> </li> </ol>

**Golden Voyage Towards Green and Digital Maritime Future**

MARINA Building  
20th Street corner Bonifacio Drive  
Port Area (South), Manila,



Tel. Nos.: (632) 8523-9078  
Email: [oadm@marina.gov.ph](mailto:oadm@marina.gov.ph)  
Website: <https://marina.gov.ph>



	<p>3. One (1) set of Psychological Assessment Tool to measure non-verbal ability and predict high-intellect individuals for managerial and supervisory positions. (Ex. Raven Progressive Matrices – Advanced)</p> <ul style="list-style-type: none"> <li>• At least 5 reusable set A and Set B</li> <li>• At least 100 answer sheets</li> <li>• Scoring Key</li> <li>• Psychometrician's Manual</li> </ul> <p>4. One (1) set of Psychological Assessment Tool to measure Intelligence Quotient for rank and file positions. (Ex. Raven Progressive Matrices – Standard)</p> <ul style="list-style-type: none"> <li>• At least 5 reusable set A and set B administration booklets</li> <li>• At least 100 answer sheets</li> <li>• Scoring Key</li> <li>• Psychometrician's Manual</li> </ul> <p>5. One (1) set of Psychological Assessment Tool to measure personality inventory. (Ex. NEO Personality Inventory-3)</p> <ul style="list-style-type: none"> <li>• At least 10 reusable Form S Item Booklets (5 Male and 5 Female)</li> <li>• At least 10 reusable Form R Item Booklets (5 Male and 5 Female)</li> <li>• At least 25 Form S adult profile form</li> <li>• At least 25 Form R adult profile form</li> <li>• At least 25 Adult Combined-Gender Profile Forms</li> <li>• At least 50 Hand-scorable Answer Sheets</li> <li>• At least 25 NEO Summary Feedback Sheets</li> <li>• Psychometrician's Manual</li> </ul> <p>6. One (1) set of Psychological Assessment Tool to measure the vulnerability of employees to stress and depression in the workplace. (Ex. Occupational Stress Inventory: Revised)</p> <ul style="list-style-type: none"> <li>• At least 25 OSI-R Reusable Booklets</li> <li>• At least 50 OSI-R Generic Profile Forms</li> <li>• At least 50 OSI-R Gender-Specific Profile Forms</li> <li>• At least 100 OSI-R Rating Sheets</li> <li>• Psychometrician's Manual</li> </ul>
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<p><b>Other End-User Requirements</b>  <i>(Ex. Warranty, photos of the product and other end-user requirements)</i></p>	<ol style="list-style-type: none"> <li>1. Photos of the product</li> <li>2. Complete list of Specification of product</li> <li>3. Soft copy of the deliverable (only if applicable)</li> </ol>
<p><b>Delivery Terms</b>  <i>(to be determined by the End-User)</i></p>	<p>Within <b>15</b> CD upon confirmation of Purchase Order (PO)</p>
<p><b>Payment Terms</b>  <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><b>Documentary Requirements  (per RA9184)</b></p>	<ol style="list-style-type: none"> <li>1. Valid PhilGEPS Registration</li> <li>2. Valid Mayor's Permit/ Business Permit</li> <li>3. Notarized Omnibus Sworn Statement (attach duly notarized Secretary's Certificate, Board / Partnership Resolution or Special Power of Attorney, whichever is applicable)</li> </ol>
<p><b>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</b></p>	

Prepared by:

  
**KAROL C. PONCE, Rpm**  
OIC-Chief, HRMDD, MFAS

**APPROVED / DISAPPROVED:**

  
**ATTY. MARIVIC S. RAMOS**  
Director II, MFAS