



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 **Electrical Materials for the 1st Semester of the year 2025 for the MARINA Central Office Building**, 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 **Nine Hundred Four Thousand Three Hundred Fifty Pesos (P904,350.00) inclusive of all taxes and other applicable fees and charges.**

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 02 April 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)						
<p>PROCUREMENT OF ELECTRICAL MATERIALS FOR THE 1ST SEMESTER OF THE YEAR 2025 FOR THE MARINA CENTRAL OFFICE BUILDING</p> <p>Specifications/Deliverables:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Unit</th> <th style="width: 60%;">Item Description</th> <th style="width: 30%;">QTY</th> </tr> </thead> <tbody> <tr> <td>roll</td> <td>Flat cord, 3.5mm</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	Unit	Item Description	QTY	roll	Flat cord, 3.5mm	3			
Unit	Item Description	QTY							
roll	Flat cord, 3.5mm	3							

box	Thin wire, stranded 2.0mm	5			
box	Thin wire, stranded 3.5mm	10			
box	Thin wire, stranded 5.5mm	5			
box	Thin wire, stranded 8.5mm	5			
box	Twisted wire, 2.0mm	2			
pcs	Terminal log, 1.5	5			
pcs	Terminal log, 2.5	5			
pcs	Terminal log, 4	5			
pcs	Terminal log, 6	5			
pcs	Electrical tape	300			
pcs	Electrical cutter, heavy duty (Hydraulic)	1			
pcs	Led bulb light, 9 watts	600			
pcs	Led dome light, 12 watts	200			
pack	Cable tie, big	5			
pack	Cable tie, medium	5			
pack	Cable tie, small	5			
set	Pipe bender, 40mm	1			
set	Hole saw, masonry (16- 63mm)	1			
set	Hole saw, tungsten carbide (16-51mm)	1			
set	Allen wrench, Insulated	1			
pcs	Glue gun, big	6			
pcs	Glue gun stick, big	100			
pcs	Dome Light	400			
pcs	Plastic Molding, 1/4"	50			
pcs	Plastic Molding, 1/2"	50			
pcs	Plastic Molding, 3/4"	50			
pcs	Plastic Molding, 1"	50			
pcs	Plastic Molding, 1 1/4"	50			
pcs	Plastic Molding, 1 1/2"	50			

pcs	Plastic molding, 5/8"	50			
pcs	Outlet (2 gang, Universal with ground)	60			
pcs	Outlet (3 gang, Universal with ground)	60			
pcs	Switch (2 gang)	60			
pcs	Breaker, 20amp (Single phase)	12			
pcs	Breaker, 32amp (Single phase)	12			
pcs	Breaker, 40amp (Three phase)	12			
set	Magnetic Contactor with overload	5			
roll	Electrical flexible hose, 1/2 x 150 meters	1			
roll	Electrical flexible hose, 3/4 x 150 meters	1			
roll	Electrical flexible hose, 1 x 150 meters	1			
pcs	Emergency light	25			
pcs	Electrical Box, outdoor 25 x 30 x 14	1			
pcs	Electrical Box, outdoor 30 x 40 x 20	1			
pcs	Electrical Box, outdoor 40 x 50 x 20	1			
pcs	Breaker holder, standard	5			
			Statement of Compliance ("Comply" or "Not Comply")		
OTHER END-USER REQUIREMENTS: Must have Stores/Offices in Metro Manila.					
DELIVERY TERMS: Within 7 Days CD upon confirmation of Purchase Order (PO).					
PAYMENT TERMS:					

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. Income Tax Return	
4. Omnibus Sworn Statement: 4.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or 4.2 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 ELECTRICAL MATERIALS FOR THE 1ST SEMESTER OF THE YEAR 2025 FOR THE MARINA CENTRAL OFFICE BUILDING

Approved Budget for the Contract (ABC)	Total Offered Quotation
<p>Nine Hundred Four Thousand Three Hundred Fifty Pesos (P904,350.00)</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 Electrical Materials for the 1st semester of the year 2025 for the MARINA Central Office Building</p>																																																																																																																			
<p>Approved Budget of the Contract</p>	<p>The Approved Budget for the Contract is Php 904,350.00 inclusive of all applicable taxes</p>																																																																																																																			
<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>QTY</th> </tr> </thead> <tbody> <tr><td>roll</td><td>Flat cord, 3.5mm</td><td>3</td></tr> <tr><td>box</td><td>Thin wire, stranded 2.0mm</td><td>5</td></tr> <tr><td>box</td><td>Thin wire, stranded 3.5mm</td><td>10</td></tr> <tr><td>box</td><td>Thin wire, stranded 5.5mm</td><td>5</td></tr> <tr><td>box</td><td>Thin wire, stranded 8.5mm</td><td>5</td></tr> <tr><td>box</td><td>Twisted wire, 2.0mm</td><td>2</td></tr> <tr><td>pcs</td><td>Terminal log, 1.5</td><td>5</td></tr> <tr><td>pcs</td><td>Terminal log, 2.5</td><td>5</td></tr> <tr><td>pcs</td><td>Terminal log, 4</td><td>5</td></tr> <tr><td>pcs</td><td>Terminal log, 6</td><td>5</td></tr> <tr><td>pcs</td><td>Electrical tape</td><td>300</td></tr> <tr><td>pcs</td><td>Electrical cutter, heavy duty (Hydraulic)</td><td>1</td></tr> <tr><td>pcs</td><td>Led bulb light, 9 watts</td><td>600</td></tr> <tr><td>pcs</td><td>Led dome light, 12 watts</td><td>200</td></tr> <tr><td>pack</td><td>Cable tie, big</td><td>5</td></tr> <tr><td>pack</td><td>Cable tie, medium</td><td>5</td></tr> <tr><td>pack</td><td>Cable tie, small</td><td>5</td></tr> <tr><td>set</td><td>Pipe bender, 40mm</td><td>1</td></tr> <tr><td>set</td><td>Hole saw, masonry (16-63mm)</td><td>1</td></tr> <tr><td>set</td><td>Hole saw, tungsten carbide (16-51mm)</td><td>1</td></tr> <tr><td>set</td><td>Allen wrench, Insulated</td><td>1</td></tr> <tr><td>pcs</td><td>Glue gun, big</td><td>6</td></tr> <tr><td>pcs</td><td>Glue gun stick, big</td><td>100</td></tr> <tr><td>pcs</td><td>Dome Light</td><td>400</td></tr> <tr><td>pcs</td><td>Plastic Molding, 1/4"</td><td>50</td></tr> <tr><td>pcs</td><td>Plastic Molding, 1/2"</td><td>50</td></tr> <tr><td>pcs</td><td>Plastic Molding, 3/4"</td><td>50</td></tr> <tr><td>pcs</td><td>Plastic Molding, 1"</td><td>50</td></tr> <tr><td>pcs</td><td>Plastic Molding, 1 1/4"</td><td>50</td></tr> <tr><td>pcs</td><td>Plastic Molding, 1 1/2"</td><td>50</td></tr> <tr><td>pcs</td><td>Plastic molding, 5/8"</td><td>50</td></tr> <tr><td>pcs</td><td>Outlet (2 gang, Universal with ground)</td><td>60</td></tr> <tr><td>pcs</td><td>Outlet (3 gang, Universal with ground)</td><td>60</td></tr> <tr><td>pcs</td><td>Switch (2 gang)</td><td>60</td></tr> <tr><td>pcs</td><td>Breaker, 20amp (Single phase)</td><td>12</td></tr> <tr><td>pcs</td><td>Breaker, 32amp (Single phase)</td><td>12</td></tr> <tr><td>pcs</td><td>Breaker, 40amp (Three phase)</td><td>12</td></tr> </tbody> </table>	Unit	Item Description	QTY	roll	Flat cord, 3.5mm	3	box	Thin wire, stranded 2.0mm	5	box	Thin wire, stranded 3.5mm	10	box	Thin wire, stranded 5.5mm	5	box	Thin wire, stranded 8.5mm	5	box	Twisted wire, 2.0mm	2	pcs	Terminal log, 1.5	5	pcs	Terminal log, 2.5	5	pcs	Terminal log, 4	5	pcs	Terminal log, 6	5	pcs	Electrical tape	300	pcs	Electrical cutter, heavy duty (Hydraulic)	1	pcs	Led bulb light, 9 watts	600	pcs	Led dome light, 12 watts	200	pack	Cable tie, big	5	pack	Cable tie, medium	5	pack	Cable tie, small	5	set	Pipe bender, 40mm	1	set	Hole saw, masonry (16-63mm)	1	set	Hole saw, tungsten carbide (16-51mm)	1	set	Allen wrench, Insulated	1	pcs	Glue gun, big	6	pcs	Glue gun stick, big	100	pcs	Dome Light	400	pcs	Plastic Molding, 1/4"	50	pcs	Plastic Molding, 1/2"	50	pcs	Plastic Molding, 3/4"	50	pcs	Plastic Molding, 1"	50	pcs	Plastic Molding, 1 1/4"	50	pcs	Plastic Molding, 1 1/2"	50	pcs	Plastic molding, 5/8"	50	pcs	Outlet (2 gang, Universal with ground)	60	pcs	Outlet (3 gang, Universal with ground)	60	pcs	Switch (2 gang)	60	pcs	Breaker, 20amp (Single phase)	12	pcs	Breaker, 32amp (Single phase)	12	pcs	Breaker, 40amp (Three phase)	12	
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	roll	Electrical flexible hose, 1 x 150 meters	1
	pcs	Emergency light	25
	pcs	Electrical Box, outdoor 25 x 30 x 14	1
	pcs	Electrical Box, outdoor 30 x 40 x 20	1
	pcs	Electrical Box, outdoor 40 x 50 x 20	1
	pcs	Breaker holder, standard	5
Other End-User Requirements (Ex. Warranty, photos of the product and other end-user requirements)		Must have Stores/Offices in Metro Manila	
Delivery Terms (to be determined by the End-User)		Within 7 Days CD upon confirmation of Purchase Order (PO)	
Payment Terms (Government terms 20 CD)		Within Twenty (20) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA	
Documentary Requirements (per RA9184)		<ol style="list-style-type: none"> 1. PhilGEPS Registration 2. Mayor's Permit/ Business Permit 3. Income Tax Return 4. Omnibus Sworn Statement: <ol style="list-style-type: none"> 4.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship); or 4.2 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.			

Prepared by:

VIEN CONSTANTINE C. MESINA
Chief, GSD

Recommending Approval:

ATTY. MARIVIC S. RAMOS
Director III, MFAS