



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 a **Supply, Delivery and Installation of twenty (20) Air Conditioning Units (Indoor and Outdoor) for the MARINA Central Office (MCO)** 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 Eighty Thousand Pesos (P980,000.00) inclusive of all applicable taxes and other 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 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 Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB – Prescribed forms), Income/Business Tax Return (for ABC's above Php 500k)** 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:

UNIT	ITEM DESCRIPTION	QTY	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Units	Air condition	20			

	Statement of Compliance											
	Comply	Not Comply										
<p>Supply, delivery and installation of twenty (20) Air Conditioning Units, and its components including but not limited to re-pipings and insulations with the following specifications:</p> <p>A. General Specification</p> <ol style="list-style-type: none"> <li>1. The ACUs must be equipped with energy-saving features, ultra-quiet, operation and convenient functions;</li> <li>2. All ACUs must be dual inverter and have a dehumidifying function that reduces and maintains the level of humidity in the air to prevent the growth of any mildew and eliminate musty odors, molds, and dust mites for a safer and cleaner environment;</li> <li>3. It shall have a digital LED Display feature which shows any status of the ACU through an eye-catching and safe-to-eye LED Lights display;</li> <li>4. It should have a 24 Hours On/Off Timer that can set the schedule when to turn on/off automatically at any desired time;</li> <li>5. All ACUs (indoor and outdoor) must fit with the existing mounting area;</li> <li>6. All existing pipings, insulations, electrical wiring and circuit breaker shall be considered as components of the ACU and must be checked and inspected by the winning bidder.</li> <li>7. All non-operational/ non-functional items or components must be replaced by new components to maximize the useful life of the ACU.</li> </ol> <p>B. Technical Specification (Minimum Requirements)</p> <ol style="list-style-type: none"> <li>1. <b>Twenty (20) units of split type = Php 49,000/set = Php980,000.000</b> <ol style="list-style-type: none"> <li>a. Power Input: Single Phase, 220-240V/60Hz</li> <li>b. Cooling Capacity: 2 Hp</li> </ol> </li> </ol> <p>C. Location of Installation</p> <table border="1"> <thead> <tr> <th>Office/Unit</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>Ground Floor</td> <td>2</td> </tr> <tr> <td>Second Floor</td> <td>2</td> </tr> <tr> <td>Third Floor</td> <td>1</td> </tr> <tr> <td>Fourth Floor</td> <td>2</td> </tr> </tbody> </table>	Office/Unit	Unit	Ground Floor	2	Second Floor	2	Third Floor	1	Fourth Floor	2		
Office/Unit	Unit											
Ground Floor	2											
Second Floor	2											
Third Floor	1											
Fourth Floor	2											

Fifth Floor	1		
Sixth Floor	2		
Seventh Floor	2		
Eighth Floor	2		
Ninth Floor	2		
Tenth Floor	1		
Eleventh Floor	1		
Twelfth Floor	2		
<b>TOTAL: 20 UNITS</b>			

Other End-User Requirements <i>(Ex. Warranty, photos of the product and other end-user requirements)</i>	Statement of Compliance	
	Comply	Not Comply
<p><b>WARRANTY</b></p> <p>The Supplier shall guarantee the work done to be free from defects for a period of One (1) year reckoned from acceptance of the project. The form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.</p> <p><b>MARINA REQUIREMENTS</b></p> <p>Prospective supplier shall acquire/submit the following requirements/documents together with the quotation:</p> <p>a. Minimum of one (1) year in the ACU supply and installation industry. <b>(Photocopy of concluded contract or Purchase Order (PO) to be submitted to MARINA);</b></p> <p><b>b. A list of technicians has to be submitted to MARINA;</b></p>		
<p><b>OTHER CONDITIONS</b></p> <p>a. All materials to be use or install must be approved by the Director Management, Financial, and Administrative Service (MFAS) or his/her authorized representative;</p> <p>b. All architectural, electrical, mechanical and interiors damaged due to installation must be fixed with no extra cost to MARINA.</p>		

<p>c. The entire activity must be coordinated and supervised by the MFAS-GSD, Building Maintenance.</p> <p>d. The Supply Section of the General Service Division must facilitate the inspection with MARINA Technical Inspectors and Acceptance Committee (TIAC) and prepare the Inspection and Acceptance Report (IAR) upon receipt of complete delivery.</p>		
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	Statement of Compliance ("Comply" or "Not Comply")
<p><b>Delivery Location:</b></p> <p>MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines</p>	
<p><b>Delivery Term/Schedule:</b></p> <p>The term of the Agreement will cover the supply, delivery and installation of twenty (20) air conditioning units for the MARINA Central Office, effective upon receipt of the Notice to Proceed by the winning bidder.</p> <p>The supply, delivery and installation of twenty (20) Air Conditioning Units and its components must be concluded in two (2) months reckoned from the receipt of Notice to Proceed.</p>	
<p><b>Payment Terms</b> (Government terms 15-30 CD)</p> <ol style="list-style-type: none"> <li>1. Accomplishment Report on the Supply, Delivery and Installation of the Air Conditioning Units duly signed by a MARINA authorized representative.</li> <li>2. Within twenty (20) calendar days upon receipt of billing invoice/statement of account;</li> <li>3. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA); and</li> <li>4. The supplier shall provide the bank account wherein payment will be credited preferably to the LandBank of the Philippines account, otherwise, bank charges shall be borne by the supplier.</li> </ol>	
<p><b>Documentary Requirements</b> (per RA9184)</p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration</li> <li>2. Mayor's Permit/ Business Permit</li> <li>3. Income Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol>	

<p>a. To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship).</p> <p>b. 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).</p>	
<p><b>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</b></p>	

**FINANCIAL OFFER**

<p><b><u>Terms of Payment:</u></b></p> <ol style="list-style-type: none"> <li>1. Send bill arrangement;</li> <li>2. Accomplishment Report on the Supply, Delivery and Installation of the Air Conditioning Units duly signed by a MARINA authorized representative.</li> <li>3. Within Twenty (20) calendar days upon receipt of billing invoice/SOA.</li> <li>4. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA); and,</li> <li>5. The supplier shall provide the bank account wherein payment will be credited preferably to the LandBank of the Philippines account, otherwise, bank charges shall be borne by the supplier.</li> </ol>
<p><b><u>Payment Details:</u></b></p> <p><i>Banking Institution :</i> _____</p> <p><i>Account Number :</i> _____</p> <p><i>Account Name</i> <i>(should be the exact account name as registered in the bank):</i> _____</p> <p><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.*

SUPPLY, DELIVERY AND INSTALLATION OF TWENTY (20) AIR CONDITIONING UNITS (INDOOR AND OUTDOOR) FOR THE MARINA CENTRAL OFFICE (MCO)	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<b>Nine Hundred Eighty Thousand Pesos (P980,000.00)</b>	In words: _____ _____ _____ _____  In figures: _____ _____ _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es





### TECHNICAL SPECIFICATIONS

<b>Project Description</b>	Supply, Delivery and Installation of twenty (20) Air Conditioning Units (Indoor and Outdoor) for the MARINA Central Office (MCO)
<b>Approved Budget for the Contract</b>	The Approved Budget for the Contract is <b>Php 980,000.00</b> inclusive of all applicable taxes, chargeable against Fiscal Year 2024 MOOE of MARINA Central Office.
<b>Specifications / Deliverables</b> <i>(Ex. Size, color, materials used and other specs requirements)</i>	<p>To supply, delivery and installation of twenty (20) Air Conditioning Units, and its components including but not limited to re-pipings and insulations with the following specifications:</p> <p>A. General Specification</p> <ol style="list-style-type: none"><li>1. The ACUs must be equipped with energy-saving features, ultra-quiet, operation and convenient functions;</li><li>2. All ACUs must be dual inverter and have a dehumidifying function that reduces and maintains the level of humidity in the air to prevent the growth of any mildew and eliminate musty odors, molds, and dust mites for a safer and cleaner environment;</li><li>3. It shall have a digital LED Display feature which shows any status of the ACU through an eye-catching and safe-to-eye LED Lights display;</li><li>4. It should have a 24 Hours On/Off Timer that can set the schedule when to turn on/off automatically at any desired time;</li><li>5. All ACUs (indoor and outdoor) must fit with the existing mounting area;</li><li>6. All existing pipings, insulations, electrical wiring and circuit breaker shall be considered as components of the ACU and must be checked and inspected by the winning bidder.</li><li>7. All non-operational/ non-functional items or components must be replaced by new components to maximize the useful life of the ACU.</li></ol> <p>B. Technical Specification (Minimum Requirements)</p> <ol style="list-style-type: none"><li>1. <b>Twenty (20) units of split type = Php 49,000/set =</b></li></ol>

**Php980,000.00**

- a. Power Input : Single Phase, 220-240V/60Hz
- b. Cooling Capacity: 2 Hp

**C. Location of Installation**

Office/Unit	Unit
Ground Floor	2
Second Floor	2
Third Floor	1
Fourth Floor	2
Fifth Floor	1
Sixth Floor	2
Seventh Floor	2
Eighth Floor	2
Ninth Floor	2
Tenth Floor	1
Eleventh Floor	1
Twelfth Floor	2
<b>TOTAL: 20 UNITS</b>	

**Other End-User Requirements**

*Ex. Warranty, photos of the product and other end-user requirements*

**WARRANTY**

The Supplier shall guarantee the work done to be free from defects for a period of One (1) year reckoned from acceptance of the project. The form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

**MARINA REQUIREMENTS**

Prospective supplier shall acquire/submit the following requirements/documents together with the quotation:

- a. Minimum of one (1) year in the ACU supply and installation industry. **(Photocopy of concluded contract or Purchase Order (PO) to be submitted to MARINA);**
- b. **A list of technicians has to be submitted to MARINA;**

**Other Conditions**

- a. All materials to be use or install must be approved by the Director Management, Financial, and Administrative Service (MFAS) or his/her authorized representative;
- b. All architectural, electrical, mechanical and interiors damaged due to installation must be fixed with no extra cost to MARINA.
- c. The entire activity must be coordinated and supervised by the MFAS-GSD, Building Maintenance.
- d. The Supply Section of the General Service Division must facilitate the inspection with MARINA Technical Inspectors and Acceptance Committee (TIAC) and prepare the Inspection and Acceptance Report (IAR) upon receipt of complete delivery.

<p><b>Delivery Terms/ Schedule</b> <i>(to be determined by the End-User)</i></p>	<p>The term of the Agreement will cover the supply, delivery and installation of twenty (20) air conditioning units for the MARINA Central Office, effective upon receipt of the Notice to Proceed by the winning bidder.</p> <p>The supply, delivery and installation of twenty (20) Air Conditioning Units and its components must be concluded in two (2) months reckoned from the receipt of Notice to Proceed.</p>
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<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:



**VIEN CONSTANTINE C. MESINA**  
Chief, General Services Division  
Management, Financial and Administrative Service

Approved by:



**ATTY. MARIVIC S. RAMOS**  
Director II  
Management, Financial and Administrative Service