



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 1,100 pieces Customized Universal Travel Adapter with Protective Casing as part of the campaign strategy for the Philippine Candidature to the International Maritime Organization (IMO) Council under Category C for 2026-2027 Biennium, 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 Eight Hundred Fifty Thousand Pesos (P850,000.00).

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 **11 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, 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:

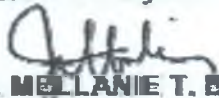
- a. Valid Mayor's/Business Permit
- b. Valid PhilGEPS Registration

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 1,100 pieces Customized Universal Travel Adapter with Protective Casing</b></p> <p><b>Specifications/Deliverables:</b></p> <p><b>Quantity:</b> 1,100 pieces  <b>Color:</b> white  <b>Packaging:</b> Individual case with printed logo (top and bottom)  <b>Features:</b> Multi adapter  <b>Rated current/voltage:</b> 10A/100-250V  <b>Plug type:</b> US/EU/UK/AU  <b>Material:</b> Plastic, pure copper, phosphorus bronze</p> <p>The winning bidder shall have an office/store in Metro Manila. They shall likewise provide a sample printed case for the end-user's approval before production within 10 calendar days from receipt of the Notice to Proceed (NTP) and Purchase Order (PO).</p>			
	<b>Statement of Compliance ("Comply" or "Not Comply")</b>		
<p><b>DELIVERY TERMS:</b></p> <p>The delivery of goods shall be within 30 calendar days from receipt of Notice to Proceed (NTP) and Purchase Order (PO).</p>			
<p><b>PAYMENT TERMS:</b></p> <p>The payment shall be made through an Authorized to Debit Account (ADA) to the winning bidder within twenty (20) calendar days after the receipt of the final billing statement.</p> <p>The selected bidder shall likewise provide a Land Bank of the Philippines (LBP) account otherwise bank charges shall be borne by the said bidder pursuant to Department of Budget and Management Circular Letter No. 2013-16.</p>			

**Documentary Requirements**

(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****Terms of Payment:**

*Within Fifteen-thirty (15-30) 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 1,100 pieces Customized Universal Travel Adapter with Protective Casing**

<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<p><b><i>Eight Hundred Fifty Thousand Pesos (P850,000.00)</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**

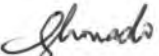

<b>Project Description</b>	Procurement of Customized Universal Travel Adapter with protective casing as part of the campaign strategy for the Philippine Candidature to the International Maritime Organization (IMO) Council under Category C for 2026-2027 Biennium
<b>Approved Budget for the Contract</b>	The Approved Budget for the Contract is Php <b>850,000.00</b> inclusive of all applicable taxes, chargeable against Fiscal Year 2025 <b>Regular Agency Budget</b> of MARINA Central Office.
<b>Specifications/ Deliverables</b> <i>(Ex. Size, color, materials used and other specs requirements)</i>	<p>The following are the minimum requirements for the procurement of the Universal Travel Adapter with protective casing:</p> <ul style="list-style-type: none"><li>● Quantity: 1,100 pieces</li><li>● Color: White</li><li>● Packaging: Individual Case with printed logo (top and bottom)</li><li>● Features: Multi adapter</li><li>● Rated current/voltage: 10A / 100-250V</li><li>● Plug Type: US / EU / UK / AU</li><li>● Material: Plastic, pure copper, phosphorous bronze</li></ul> <p>The winning bidder shall have an office/store in Metro Manila. They shall likewise provide a sample printed case for the end-user's approval before production within 10 calendar days from receipt of the Notice to Proceed (NTP) and Purchase Order (PO).</p>
<b>Delivery Terms</b> <i>(to be determined by the End-User)</i>	The delivery of goods shall be within 30 calendar days from the receipt of the NTP and PO.
<b>Payment Terms</b> <i>(Government terms 15-30 CD)</i>	<p>The payment shall be made through an Authorized to Debit Account (ADA) to the winning bidder within twenty (20) calendar days after the receipt of the final billing statement.</p> <p>The selected bidder shall likewise provide a Land Bank of the Philippines (LBP) account otherwise bank charges shall be borne by the said bidder pursuant to Department of Budget and Management Circular Letter No. 2013-16.</p>

**Documentary  
Requirements**  
*(per RA9184)*

1. PhilGEPS Registration
2. Mayor's Permit/ Business Permit
3. Income/ Business Tax Return
4. Omnibus Sworn Statement

**Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.**

End-user/Representative:

  
PRECILA C. JARA  
Officer-in-Charge  
Overseas Shipping Service 



To be printed at the top portion of the adapters box



To be printed at the bottom portion of the adapters box



 PHILIPPINES  
IMO COUNCIL  
2026-2027