



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 **Supply/Delivery and Installation of Customized Acrylic Wall Mounted Organizational Charts and Stainless-Steel Signage for 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 **Three Hundred Fifty Thousand Pesos (P350,000.00)**.

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 PM of 02 May 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)																					
<table><tr><th>Description</th><th>Unit</th><th>Qty</th></tr><tr><td>Supply/ Delivery and Installation of Customized Acrylic Wall Mounted Organizational Charts and Stainless-Steel Signage for Marina Central Office Building</td><td></td><td></td></tr><tr><td>Specifications:</td><td></td><td></td></tr><tr><td>Quantity: (2 pieces) (Acrylic per set) Size: 2ft x 3ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch</td><td>set</td><td>28</td></tr><tr><td>Quantity: (2pcs per set) (Acrylic per set) Size: 2ft x 4ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch</td><td>set</td><td>1</td></tr><tr><td>Quantity: (2pcs per set) (Acrylic per set) Size: 3ft x 5ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch</td><td>set</td><td>1</td></tr><tr><td>Quantity: (2pcs per set) (Acrylic per set) Size: 1ft x 16 inches with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch</td><td>set</td><td>10</td></tr></table>			Description	Unit	Qty	Supply/ Delivery and Installation of Customized Acrylic Wall Mounted Organizational Charts and Stainless-Steel Signage for Marina Central Office Building			Specifications:			Quantity: (2 pieces) (Acrylic per set) Size: 2ft x 3ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch	set	28	Quantity: (2pcs per set) (Acrylic per set) Size: 2ft x 4ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch	set	1	Quantity: (2pcs per set) (Acrylic per set) Size: 3ft x 5ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch	set	1	Quantity: (2pcs per set) (Acrylic per set) Size: 1ft x 16 inches with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch	set	10			
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<p><i>Stainless Steel Build-Up Letters Signage at the MARINA Entrance</i></p> <p>Size: 46 cm x 900 cm</p> <p>Thickness: 10cm</p>	set	1			
	<p align="center">Statement of Compliance ("Comply" or "Not Comply")</p>				
<p>DEFECTIVE ITEMS:</p> <p>The Prospective Supplier shall replace the defective items, within Seven (7) days upon receipt of the notification of the defect with the same specification at no cost to the MARINA.</p>					
<p>CONDITIONS AND SUPPLIER'S RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • The prospective supplier shall bid in the above-listed items; • All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; • The prospective supplier who accepted a Purchase Order and Notice to Proceed but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified in participating from future procurement activities of MARINA. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier; • The winning Service Provider shall supply, deliver and install the wall mounted acrylic to each user office identified by end-user located at the MARINA Central Office Building; • The winning Service Provider shall submit actual product or lay out as reference for evaluation and approval for fabrication. 					

END-USER REQUIREMENT: See photo of sample product and design.	
DELIVERY TERMS: Within 30 Calendar Days (CD) upon confirmation of Purchase Order (PO) and Notice to Proceed (NTP).	
PAYMENT TERMS: <ol style="list-style-type: none"> 1. Send Bill Arrangement; 2. Within Fifteen-Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA; 3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and <p>The supplier shall provide the bank account wherein payment will be credited. Preferably Land Bank Account otherwise, bank charges shall be borne by the supplier.</p>	
Documentary Requirements: (per RA9184)	
<ol style="list-style-type: none"> 1. Copy of PhilGEPS Registration; 	
<ol style="list-style-type: none"> 2. 2025 Mayor's/Business Permit 	
<ol style="list-style-type: none"> 3. Income/Business Tax Return 	
<ol style="list-style-type: none"> 4. The bidder must submit an Omnibus Sworn Statement <ol style="list-style-type: none"> 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. 	
<p><i>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</i></p>	

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.

Supply/Delivery and Installation of Customized Acrylic Wall Mounted Organizational Charts and Stainless-Steel Signage for MARINA Central Office Building	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Three Hundred Fifty Thousand Pesos (P350,000.00)	In words:

	In figures:

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

Project Description	SUPPLY/DELIVERY AND INSTALLATION OF CUSTOMIZED ACRYLIC WALL MOUNTED ORGANIZATIONAL CHARTS and STAINLESS STEEL SIGNAGE FOR MARINA CENTRAL OFFICE BUILDING.																							
	1 ST QUARTER OF FY: 2025																							
Approved Budget for the Contract	The Approved Budget for the Contract (ABC) is Three Hundred Fifty Thousand Pesos (Php350,000.00), inclusive of all applicable taxes.																							
Specifications/ Deliverables <i>(Ex. Size, color, materials used and other specs requirements)</i>	<table><tr><th>Description</th><th>Unit</th><th>Qty</th></tr><tr><td>Supply/Delivery And Installation Of Customized Acrylic Wall Mounted Organizational Charts and Stainless Steel Signage For Marina Central Office Building</td><td></td><td></td></tr><tr><td><i>Specifications:</i></td><td></td><td></td></tr><tr><td>Quantity: (2 pieces) (Acrylic per set) Size: 2ft x 3ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch</td><td>set</td><td>28</td></tr><tr><td>Quantity: (2pcs per set) (Acrylic per set) Size: 2ft x 4ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch</td><td>set</td><td>1</td></tr><tr><td>Quantity: (2pcs per set) (Acrylic per set) Size: 3ft x 5ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch</td><td>set</td><td>1</td></tr><tr><td>Quantity: (2pcs per set) (Acrylic per set)</td><td>set</td><td>10</td></tr></table>			Description	Unit	Qty	Supply/Delivery And Installation Of Customized Acrylic Wall Mounted Organizational Charts and Stainless Steel Signage For Marina Central Office Building			<i>Specifications:</i>			Quantity: (2 pieces) (Acrylic per set) Size: 2ft x 3ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch	set	28	Quantity: (2pcs per set) (Acrylic per set) Size: 2ft x 4ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch	set	1	Quantity: (2pcs per set) (Acrylic per set) Size: 3ft x 5ft with four (4) holes and 4 pieces One (1) inch – stainless signage bolt Thickness: 1/8 inch	set	1	Quantity: (2pcs per set) (Acrylic per set)	set	10
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Defective Items	The Prospective Supplier shall replace the defective items, within Seven (7) days upon receipt of the notification of the defect with the same specification at no cost to the MARINA.		
Conditions and Suppliers Responsibilities	<ul style="list-style-type: none"> • The prospective supplier shall bid in the above-listed items; • All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; • The prospective supplier who accepted a Purchase Order and Notice to Proceed but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified in participating from future procurement activities of MARINA. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier; • The winning Service Provider shall supply, deliver and install the wall mounted acrylic to each user office identified by end-user located at the MARINA Central Office Building; • The winning Service Provider shall submit actual product or lay out as reference for evaluation and approval for fabrication. 		
Other End-User Requirements <i>Ex. Warranty, photos of the product and other end-user requirements</i>	See photo of sample product and design.		
Delivery Terms/ Service Schedule <i>(to be determined by the End-User)</i>	Within <u>30 Calendar Days</u> (CD) upon confirmation of Purchase Order (PO) and Notice to Proceed (NTP).		

Payment Terms <i>(Government terms 15-30 CD)</i>	<ol style="list-style-type: none"> 1. Send Bill Arrangement; 2. Within Fifteen-Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA; 3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and 4. The supplier shall provide the bank account wherein payment will be credited. Preferably Land Bank Account otherwise, bank charges shall be borne by the supplier.
Documentary Requirements <i>(per RA9184)</i>	<ol style="list-style-type: none"> 1. PhilGEPS Registration 2. Mayor's Permit/ Business Permit 3. Notarized Omnibus Sworn Statement <ol style="list-style-type: none"> a. To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship). 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>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</p>	

Prepared by:



VIEN CONSTANTINE C. MESINA

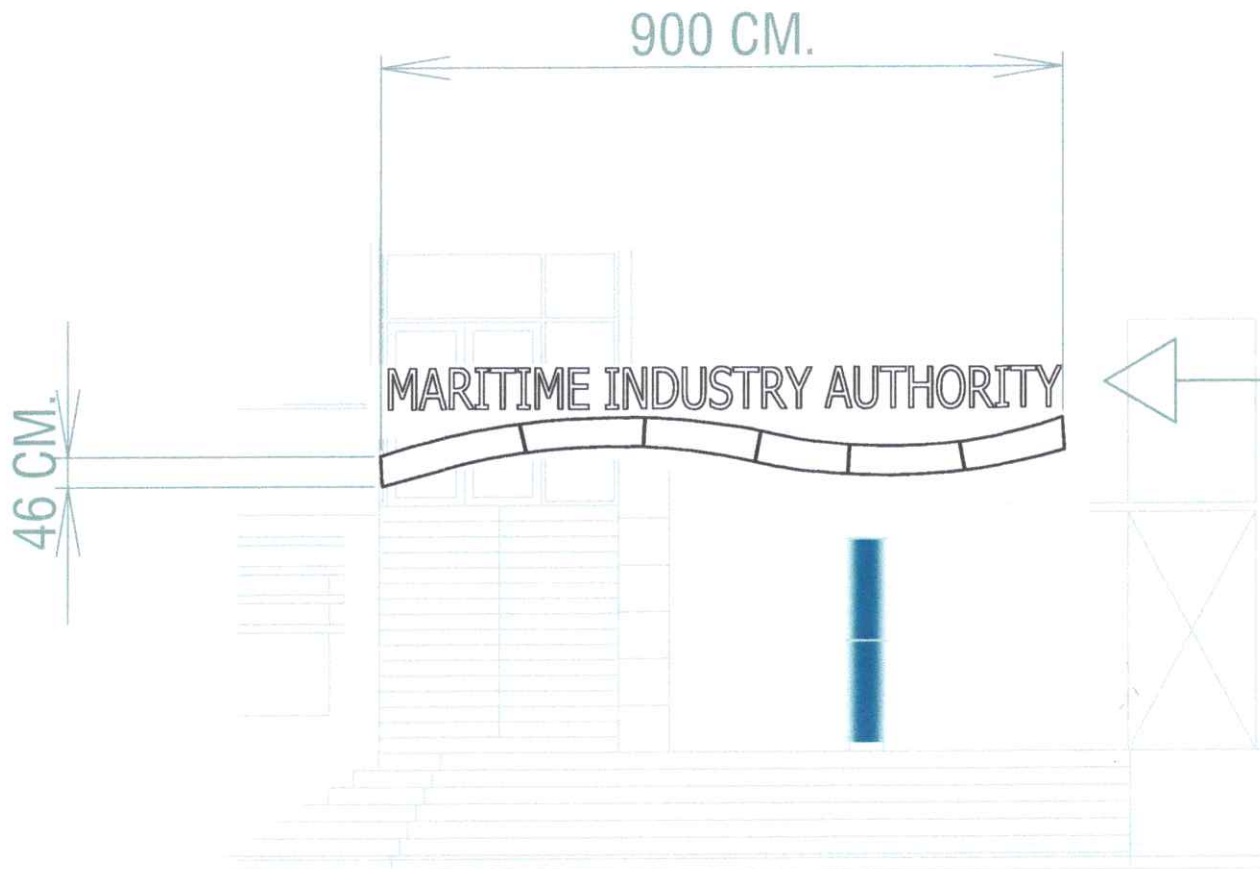
General Services Division
 Management, Financial and Administrative Service

Approved by:



ATTY. MARIVIC S. RAMOS

Director II
 Management, Financial and Administrative Service



STAINLESS STEEL
~~STAINLESS STEEL~~ **SIGNAGE**