



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 and Delivery of Customized Collared Polo Shirts for the 2025 Celebration of the Day of the Filipino Seafarer**, 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 **Eighty-Two Thousand Five Hundred Pesos (Php82,500.00) 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 noon of 03 June 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) |
|--|---|---------------------------------|----------------------------------|
| SUPPLY AND DELIVERY OF 150 PIECES OF CUSTOMIZED COLLARED POLO SHIRTS FOR THE 2025 CELEBRATION OF THE DAY OF THE FILIPINO SEAFARER | | | |
| Specifications/Deliverables: | | | |
| <ul style="list-style-type: none"> ➤ Color: Navy Blue ➤ Plain Solid Color (no print/design/no color combination) ➤ Method of Print: <ul style="list-style-type: none"> - Front Logo: Digital Embroidery | | | |

| | | | |
|--|---|--|--|
| <ul style="list-style-type: none"> - Back Logo with Print: Digital Silk Screen Printing ➤ Packaging – Individual Clear Package ➤ Type: Fabric / honeycomb ➤ Size: xs-5xl (Mens Size) <p><i>Note: Please see attached layout for reference.</i></p> | | | |
| DEFECTIVE ITEMS | Statement of Compliance ("Comply" or "Not Comply") | | |
| The Supplier shall replace the defective portable mini fan, 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: | Statement of Compliance ("Comply" or "Not Comply") | | |
| The prospective supplier shall bid in the above-listed items. | | | |
| Must have available Men's sizes in extra small (XS), small (S), medium (M), large (L), extra-large (XL), double extra-large (2XL), three extra-large (3XL), four extra-large (4XL) and five extra-large (5XL). | | | |
| 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. | | | |
| Bidder must ensure that approved fabrics are available in time for production. | | | |
| DOCUMENTARY REQUIREMENTS: | Statement of Compliance ("Comply" or "Not Comply") | | |
| 1. Copy of PhilGEPS Registration Number; | | | |
| 2. Mayor's/Business Permit | | | |
| 3. Notarized 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. | |
| DELIVERY TERMS: | Statement of Compliance ("Comply" or "Not Comply") |
| Sample sizes shall be given for sizing purposes ranges from extra small (XS) to 5XL, upon confirmation of award of contract. | |
| The winning supplier shall produce one (1) sample polo shirt with embroidery/print of the actual T-shirt based on the Technical Specifications of MARINA. | |
| The winning supplier shall deliver the 150 Polo Shirts at MARINA (20 th Street corner Bonifacio Drive 1018 Port Area (South), Manila) within 15 working days upon MARINA's final approval of the submitted sample. | |
| PAYMENT TERMS: | Statement of Compliance ("Comply" or "Not Comply") |
| <ol style="list-style-type: none"> 1. Send Bill Arrangement. 2. Within Fifteen to Thirty (15-30) calendar days (cd) 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); 4. The supplier shall provide the bank account wherein payment will be credited. Preferably Landbank Account, otherwise, bank charges shall be borne by the supplier. | |

FINANCIAL OFFER

Terms of Payment:

Within Fifteen to 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 AND DELIVERY OF 150 PIECES OF CUSTOMIZED COLLARED POLO SHIRTS FOR THE 2025 CELEBRATION OF THE DAY OF THE FILIPINO SEAFARER

| Approved Budget for the Contract (ABC) | Total Offered Quotation |
|--|--|
| Eighty-Two Thousand Five Hundred Pesos (Php82,500.00) | <p><i>In words:</i></p> <p>_____</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



2 inches
(embroidered)



1.5 inches

1 inch

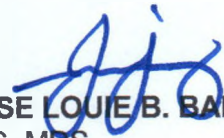
"MY HARASSMENT-FREE SHIP"

Day of the Filipino Seafarer 2025

TECHNICAL SPECIFICATION

| | | | | |
|---|---|---|------|-----|
| Project Title | SUPPLY AND DELIVERY OF CUSTOMIZED COLLARED POLO SHIRTS FOR THE 2025 CELEBRATION OF THE DAY OF THE FILIPINO SEAFARERS | | | |
| Approved Budget of the Contract | The Approved Budget for the Contract is (P82,500.00) inclusive of all applicable taxes. | | | |
| Specifications/ Deliverables | | ITEM/DESCRIPTION | UNIT | QTY |
| | | Specification: ➤ Color: Navy Blue ➤ Plain Solid Color (no print/design/no color combination) ➤ Method of Print: <div><ul style="list-style-type: none">• Front Logo - Digital Embroidery• Back logo with Print – Digital Silk Screen Printing</div> ➤ Packaging- Individual Clear Package ➤ Type: Fabric/honeycomb ➤ Size: xs-5xl (Mens Size) <i>Note: PLEASE SEE ATTACHED LAYOUT FOR YOUR REFERENCE</i> | 150 | pcs |
| Defective Items | The Supplier shall replace the defective uniform, 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 | <div><div><input type="checkbox"/> The prospective supplier shall bid in the above-listed items.</div><div><input type="checkbox"/> Must have available Men's sizes in extra small (XS), small (S), medium (M), large (L), extra-large (XL), double extra-large (2XL), three extra-large (3XL), four extra-large (4XL) and five extra-large (5XL).</div><div><input type="checkbox"/> All bids shall be considered as fixed prices and not subject to price escalation during contract implementation.</div><div><input type="checkbox"/> 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.</div><div><input type="checkbox"/> Bidder must ensure that approved fabrics are available in time for production.</div></div> | | | |
| Documentary Requirements | <div><div><input type="checkbox"/> Copy of PhilGEPS Registration Number;</div><div><input type="checkbox"/> Mayor's/Business Permit;</div><div><input type="checkbox"/> Notarized Omnibus Sworn Statement<div><div>a. To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or</div><div>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</div></div></div></div> | | | |
| Delivery Terms | <div><div><input type="checkbox"/> Sample sizes shall be given for sizing purposes ranges from extra small (XS) to 5XL, upon confirmation of award of contract.</div><div><input type="checkbox"/> The winning supplier shall produce one (1) sample polo shirt with embroidery/print of the actual T-Shirt based on the Technical Specifications of MARINA.</div><div><input type="checkbox"/> The winning supplier shall deliver the 150 Polo Shirts at MARINA (20th St., corner Bonifacio Drive 1018 Port Area (South), Manila) within 15 working days upon MARINA'S final approval of the submitted sample.</div></div> | | | |
| Payment Terms | <div><div>1. Send Bill Arrangement;</div><div>2. Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA;</div><div>3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and</div><div>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.</div></div> | | | |

Prepared by:



JOSE LOUIE B. BANUA
OIC, MDS

Vice-Chairperson,
Committee for the Celebration of the
Day of the Filipino Seafarer
Per Special Order No. 358-25

~~Approved/Disapproved~~



SAMUEL L. BATALLA
Executive Director
STCW Office

TS- tshirtsseafarersday2025/termsofreference