



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 **Rental of Professional Sound System, Lights & Effects, and LED Wall Services 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 **One Hundred Ten Thousand Pesos (Php110,000.00) 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 05 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. MELANIE 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)
ONE (1) LOT PROCUREMENT OF RENTAL OF PROFESSIONAL SOUND SYSTEM, LIGHTS & EFFECTS, AND LED WALL SERVICES FOR THE 2025 CELEBRATION OF THE DAY OF THE FILIPINO SEAFARER			
Specifications/Deliverables:			

➤ **LED WALL (9x24 feet, Indoor)**

ITEM DESCRIPTION	QUANTITY
Slim Type	1 set
Dot Pitch- P3mm	
Laptop/Notebook (for Playback)	
LED HD Video Processor	
Power Cable for LED	
Splitter	
Video Switcher-Seamless Switching	
Cables and Connectors	
Platforms	
50" LED TV Display (with option of stand (floor, Tilt or table)	
Audio Splitter	
Platform (4 ft riser)	

➤ **LIGHTING AND EFFECTS EQUIPMENTS**

ITEM DESCRIPTION	QUANTITY
RGBW Amber 10 watts LED Par	16 units
Beam 380 Moving Heads	4 units
Light Stand	2 units
Avolite Dimmer Console	1 unit
Power Cables and Connectors	1 lot
Light Controller	1 unit
Follow Spotlight	1 unit

➤ **AUDIO EQUIPMENT**

ITEM DESCRIPTION	QUANTITY
Allen and Health Mixing Console	1 unit
Line Array Speaker System	4 units
Subwoofer	4 units
Stage Monitor	4 units
Wireless Microphone	4 units
Wired Microphones	4 units
CD Player	1 unit
Power Cables and Connectors	1 lot
Microphone Stand	2 units
Speaker Stand	1 lot
Audio Splitter	1 unit

Note: The Client (MARINA) will provide meals/snacks for a maximum of six (6) Technical Personnel.

CONDITIONS AND SUPPLIERS' RESPONSIBILITIES:			Statement of Compliance ("Comply" or "Not Comply")									
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.												
DOCUMENTARY REQUIREMENTS:												
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:												
The schedule of delivery / installation/ Dismantling should be as follows:												
<table border="1"> <thead> <tr> <th>SCHEDULE/ DELIVERY</th> <th>DATE AND TIME</th> <th>PLACE/ADDRESS</th> </tr> </thead> <tbody> <tr> <td>Event Schedule (Proper)</td> <td>Date: June 25, 2025 Time: 8:00 am to 5:00 pm</td> <td>Preferred Hotel Within Manila</td> </tr> <tr> <td> Delivery/ Set-up of Equipment (Ingress) 1. LED Wall 2. Sound System 3. Lighting System </td> <td> Date: June 25, 2025 Time: 12:01 am (Set-up of the video system, sound/light facilities and LED Wall may start at 12:01 am. It should be completed before 6:00 am on the day of </td> <td>Preferred Hotel Within Manila</td> </tr> </tbody> </table>				SCHEDULE/ DELIVERY	DATE AND TIME	PLACE/ADDRESS	Event Schedule (Proper)	Date: June 25, 2025 Time: 8:00 am to 5:00 pm	Preferred Hotel Within Manila	Delivery/ Set-up of Equipment (Ingress) 1. LED Wall 2. Sound System 3. Lighting System	Date: June 25, 2025 Time: 12:01 am (Set-up of the video system, sound/light facilities and LED Wall may start at 12:01 am. It should be completed before 6:00 am on the day of	Preferred Hotel Within Manila
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	the event (June 25, 2025) and should be ready for technical/ blocking rehearsals.		
Dismantling (Egress)	Date: June 25, 2025 Time: After the event	Preferred Hotel Within Manila	
PAYMENT TERMS:			
<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. 			
<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 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.

RENTAL OF PROFESSIONAL SOUND SYSTEM, LIGHTS & EFFECTS, AND LED WALL SERVICES FOR THE 2025 CELEBRATION OF THE DAY OF THE FILIPINO SEAFARER

Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Ten Thousand Pesos (Php110,000.00)	<i>In words:</i>
	<i>In figures:</i>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

TECHNICAL SPECIFICATION

Project Title	RENTAL OF PROFESSIONAL SOUNDS SYSTEM, LIGHTS & EFFECTS, AND LED WALL SERVICES FOR THE 2025 CELEBRATION OF THE DAY OF THE FILIPINO SEAFARERS		
Approved Budget of the Contract	The Approved Budget for the Contract is P110,000.00 inclusive of all applicable taxes.		
Specifications/ Deliverables		ITEM SPECIFICATION	QTY
	1 LOT	LED WALL ➤ 9 X 24 feet Led Wall (indoor) Display Size: <ul style="list-style-type: none"> • Slim Type • Dot Pitch- P3mm • Laptop/Notebook (for Playback) • LED HD Video Processor • Power Cable for LED • Splitter • Video Switcher-Seamless Switching • Cables and Connectors • Platforms • 50" LED TV Display (with option of stand (floor, Tilt or table) • Audio Splitter • Platform (4 ft riser) 	1 set
		LIGHTING AND EFFECTS EQUIPMENTS <ul style="list-style-type: none"> • RGBW Amber 10 watts LED Par • Beam 380 Moving Heads • Light Stand • Avolite Dimmer Console • Power Cables and Connectors • Light Controller • Follow Spotlight 	16 units 4 units 2 units 1 unit 1 lot 1 unit 1 unit
		AUDIO EQUIPMENT <ul style="list-style-type: none"> • Allen and Health Mixing Console • Line Array Speaker System • Subwoofer • Stage Monitor • Wireless Microphone • Wired Microphones • CD Player • Power Cables and Connectors • Microphone Stand • Speaker Stand • Audio Splitter 	1 unit 4 units 4 units 4 units 4 units 4 units 1 unit 1 lot 2 units 1 lot 1 unit
		Note:	
		The Client (MARINA) shall provide meals/snacks for maximum of six (6) Technical Personnel.	
Conditions and Suppliers Responsibilities	<input type="checkbox"/> The prospective supplier shall bid in the above-listed items. <input type="checkbox"/> All bids shall be considered as fixed prices and not subject to price escalation during contract implementation. <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.		
Documentary Requirements	<input type="checkbox"/> Copy of PhilGEPS Registration Number; <input type="checkbox"/> Mayor's/Business Permit; <input type="checkbox"/> Notarized Omnibus Sworn Statement To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or 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		

	The schedule of delivery/installation/Dismantling should be as follows:		
Delivery Terms	SCHEDULE/DELIVERY	DATE AND TIME	PLACE/ADDRESS
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Note	Prospective suppliers must comply with all the above requirements to become eligible with the said procurement project.		

Prepared by:



CAPT. VICENTE C. NAVARRO

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