



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 **Procurement of a Service Provider for the Comprehensive Repair and Preventive Maintenance of the Precision Air Conditioning Unit (PACU) Installed in the MISS Server Room of the 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 **Six Hundred Thousand Pesos (P600,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00PM of 30 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, 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>SPECIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>a. The contractor shall be required to submit to MARINA a pre-assessment/inspection of the PACU.</li> <li>b. The supply of supervision, labor, and expertise for the preventive maintenance service of PACU for 2025.</li> <li>c. Supply and standby technicians, tools, gadgets, and equipment necessary to carry out their duties and responsibilities.</li> <li>d. The Contractor is responsible for the following activities: <ul style="list-style-type: none"> <li>i. Quarterly Preventive Maintenance Service of PACU for CY 2025 (March, June, September and December 2025);</li> <li>ii. Observe and examine the units' operational characteristics, and make the required adjustments.</li> <li>iii. Record all relevant unit parameter readings, including but not restricted to: High and low sides of the operating pressure -Current draw from the compressor -Current draw from the fan motor -Return air temperatures and humidity as supplied</li> <li>iv. Check all electrical components (breakers, contactors, relays, wires, and terminals) and re-tighten all nuts, screws, and bolts. Check and repair/replace electrical wiring and harnesses for loose connections and cable cuts.</li> <li>v. Check mechanical components such as compressor, condenser, evaporator, drier, and expansion valves</li> <li>vi. Check refrigerant controls, such as expansion valves, capillary tubes, solenoids.</li> <li>vii. The supply of supervision, labor, equipment, tools, materials, parts, and expertise for the Comprehensive Repair and Preventive Maintenance</li> </ul> </li> </ul>			

<p>Service of the PACU including its components and drainage system.</p> <p>viii. The Contractor shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without the prior consent of MARINA.</p> <p><b>OTHER CONDITIONS:</b></p> <p>a. The Service Provider represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of this project, and hereby agrees and warrants that it shall faithfully observe and comply therewith.</p> <p>b. The Service Provider shall assign trained and skilled personnel in its employ who are qualified to perform preventive maintenance of the PACU and shall submit the curriculum vitae of the supervisor/s and operators assigned to the MARINA for approval prior to being assigned to the MARINA. The MARINA has the right to request for replacement of the Service Provider's personnel for whatever reason.</p> <p>c. The Service provider shall furnish tools, equipment, lubricants, and cleaning supplies to carry out their duties and responsibilities.</p> <p>d. All the components and consumables to be supplied by the Service Provider have to be approved by the MARINA prior to use/installation.</p> <p>e. All work and services provided in this project are to be performed during normal working hours on regular working days. The MARINA may request the Service Provider in writing, for work outside such times at no extra cost if it affects the operation at the</p>			
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<p>MARINA Central Office Building. All works and services are not required to be carried out on public holidays except when the MARINA finds it necessary in its operation.</p> <p>f. The Supplier(s) shall closely coordinate with the end-user or authorized person during maintenance activity and shall provide a detailed/accomplishment report and its recommendation.</p> <p>g. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if, in its judgment, the service it has rendered is substandard and/or unsatisfactory;</p> <p>h. The Contractor nor the MARINA will not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.</p> <p>i. The Service Provider shall provide necessary Proper Protective Equipment (PPE) to its employees and ensure proper disposal of gloves, gowns (suits), and other PPE to avoid contamination. All used PPE and cleaning materials shall be disposed of in sealed, plastic disposal.</p> <p>j. The Service Provider shall have an office/branch in Metro Manila.</p> <p><b>MARINA REQUIREMENTS</b></p> <p>In addition to the provisions of RA 9184 and its IRR, the following are the MARINA requirements:</p> <p>a. Must have a minimum of one (1) year experience in the maintenance and repair of Precision Air Conditioning Unit (PACU), supported by at least one (1) service record/Job Order/Contract for PACU Maintenance to be submitted to</p>			
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<p>MARINA before the submission of the quotation with other entity/ies, undertaken within the last three (3) years.</p> <p>b. Service Provider must submit list of service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively.</p> <p>c. Service Provider must submit one (1) verifiable Client Satisfaction Rating as proof of satisfactorily providing similar service with another government agency or private entity that was undertaken for the last three (3) years before the submission of the quotation.</p> <p>d. Service Provider must be an authorized installer and distributor of parts of the existing brand (Copy of Authorization of certificate must be submitted to MARINA).</p>			
	<b>Statement of Compliance ("Comply" or "Not Comply")</b>		
<p><b>DELIVERY TERMS:</b></p> <p>The term of the Service Agreement for the Comprehensive Repair and Preventive Maintenance of the Precision Air Conditioning Unit (PACU) installed in the MISS Server Room will be for the period of four (4) consecutive quarters, effective upon receipt of the Notice to Proceed, whichever comes later, by the winning bidder.</p> <p>Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of Republic Act (RA) 9184 and its 2016 Implementing Rules and Regulations (IRR). The parties shall extend the contract on a month-to-month basis under the same applicable terms and conditions up to the scope of services and quality of works, in the event that no new contract is awarded after the expiration of the current contract.</p> <p>All regular services will be conducted during regular working hours, Monday to Friday from 8:00 a.m. to 5:00 p.m., and, whenever</p>			

necessary, on Saturdays and Holidays, with no extra cost to MARINA.	
<b>PAYMENT TERMS:</b> <ol style="list-style-type: none"> <li>1. Send bill arrangement;</li> <li>2. Service reports on the Preventive Maintenance of the PACU complete with findings, recommendations, parts, and equipment that needs to be repaired or replaced duly signed by a MARINA authorized representative.</li> <li>3. Within twenty (20) calendar days upon receipt of billing invoice/statement of account;</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 LandBank of the Philippines account, otherwise, bank charges shall be borne by the supplier.</li> </ol>	
<b>Documentary Requirements</b> (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 <ol style="list-style-type: none"> <li>4.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or</li> <li>4.2 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.</li> </ol>	
<b><i>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</i></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.*

<b>Procurement of a Service Provider for the Comprehensive Repair and Preventive Maintenance of the Precision Air Conditioning Unit (PACU) Installed in the MISS Server Room of the Maritime Central Office Building</b>
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<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>Six Hundred Thousand Pesos (P600,000.00)</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">In words: _____ _____ _____</div> <div style="border: 1px solid black; padding: 5px;">In figures: _____ _____</div>

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

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

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

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



### TECHNICAL SPECIFICATIONS

<b>Project Description</b>	Procurement of a Service Provider for the Comprehensive Repair and Preventive Maintenance of the Precision Air Conditioning Unit (PACU) Installed in the MISS Server Room
<b>Approved Budget for the Contract</b>	The Approved Budget for the Contract is Php <b><u>600,000.00</u></b> inclusive of all applicable taxes, chargeable against Fiscal Year 2025 Regular Agency Budget of MARINA Central Office.
	<ul style="list-style-type: none"><li>a. The contractor shall be required to submit to MARINA a pre-assessment/inspection of the PACU.</li><li>b. The supply of supervision, labor, and expertise for the preventive maintenance service of PACU for 2025.</li><li>c. Supply and standby technicians, tools, gadgets, and equipment necessary to carry out their duties and responsibilities.</li><li>d. The Contractor is responsible for the following activities:<ul style="list-style-type: none"><li>i. Quarterly Preventive Maintenance Service of PACU for CY 2025 (March, June, September and December 2025);</li><li>ii. Observe and examine the units' operational characteristics, and make the required adjustments.</li><li>iii. Record all relevant unit parameter readings, including but not restricted to: High and low sides of the operating pressure -Current draw from the compressor -Current draw from the fan motor -Return air temperatures and humidity as supplied</li><li>iv. Check all electrical components (breakers, contactors, relays, wires, and terminals) and re-tighten all nuts, screws, and bolts. Check and repair/replace electrical wiring and harnesses for loose connections and cable cuts.</li><li>v. Check mechanical components such as compressor, condenser, evaporator, drier, and expansion valves</li><li>vi. Check refrigerant controls, such as expansion valves, capillary tubes, solenoids.</li><li>vii. The supply of supervision, labor, equipment, tools, materials, parts, and expertise for the Comprehensive Repair and Preventive Maintenance Service of the PACU including its components and drainage system.</li><li>viii. The Contractor shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the</li></ul></li></ul>

	original circuit or wiring design without the prior consent of MARINA.
	<p><b>OTHER CONDITIONS</b></p> <ul style="list-style-type: none"> <li>a. The Service Provider represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of this project, and hereby agrees and warrants that it shall faithfully observe and comply therewith.</li> <li>b. The Service Provider shall assign trained and skilled personnel in its employ who are qualified to perform preventive maintenance of the PACU and shall submit the curriculum vitae of the supervisor/s and operators assigned to the MARINA for approval prior to being assigned to the MARINA. The MARINA has the right to request for replacement of the Service Provider's personnel for whatever reason.</li> <li>c. The Service provider shall furnish tools, equipment, lubricants, and cleaning supplies to carry out their duties and responsibilities.</li> <li>d. All the components and consumables to be supplied by the Service Provider have to be approved by the MARINA prior to use/installation.</li> <li>e. All work and services provided in this project are to be performed during normal working hours on regular working days. The MARINA may request the Service Provider in writing, for work outside such times at no extra cost if it affects the operation at the MARINA Central Office Building. All works and services are not required to be carried out on public holidays except when the MARINA finds it necessary in its operation.</li> <li>f. The Supplier(s) shall closely coordinate with the end-user or authorized person during maintenance activity and shall provide a detailed/accomplishment report and its recommendation.</li> <li>g. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if, in its judgment, the service it has rendered is substandard and/or unsatisfactory;</li> <li>h. The Contractor nor the MARINA will not allow any third</li> </ul>

	<p>party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.</p> <p>i. The Service Provider shall provide necessary Proper Protective Equipment (PPE) to its employees and ensure proper disposal of gloves, gowns (suits), and other PPE to avoid contamination. All used PPE and cleaning materials shall be disposed of in sealed, plastic disposal.</p> <p>j. The Service Provider shall have an office/branch in Metro Manila.</p> <p><b>MARINA REQUIREMENTS</b></p> <p>In addition to the provisions of RA 9184 and its IRR, the following are the MARINA requirements:</p> <p>a. Must have a minimum of one (1) year experience in the maintenance and repair of Precision Air Conditioning Unit (PACU), supported by at least one (1) service record/Job Order/Contract for PACU Maintenance to be submitted to MARINA before the submission of the quotation with other entity/ies, undertaken within the last three (3) years.</p> <p>b. Service Provider must submit list of service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively.</p> <p>c. Service Provider must submit one (1) verifiable Client Satisfaction Rating as proof of satisfactorily providing similar service with another government agency or private entity that was undertaken for the last three (3) years before the submission of the quotation.</p> <p>d. Service Provider must be an authorized installer and distributor of parts of the existing brand (Copy of Authorization of certificate must be submitted to MARINA).</p>
<p><b>Delivery Terms/ Service Schedule</b> (to be determined by the End-User)</p>	<p>The term of the Service Agreement for the Comprehensive Repair and Preventive Maintenance of the Precision Air Conditioning Unit (PACU) installed in the MISS Server Room will be for the period of four (4) consecutive quarters, effective upon receipt of the Notice to Proceed, whichever comes later, by the winning bidder.</p> <p>Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of Republic Act (RA) 9184 and its 2016 Implementing Rules and Regulations (IRR). The parties shall extend the contract on a month-to-month basis under the same applicable terms and conditions up to the scope of services and quality of works, in the event that no new contract is awarded after the expiration of the current contract.</p>

	All regular services will be conducted during regular working hours, Monday to Friday from 8:00 a.m. to 5:00 p.m., and, whenever necessary, on Saturdays and Holidays, with no extra cost to MARINA.
<b>Payment Terms</b> <i>(Government terms 15-30 CD)</i>	<ol style="list-style-type: none"> <li>1. Send bill arrangement;</li> <li>2. Service reports on the Preventive Maintenance of the PACU complete with findings, recommendations, parts, and equipment that needs to be repaired or replaced duly signed by a MARINA authorized representative.</li> <li>3. Within twenty (20) calendar days upon receipt of billing invoice/statement of account;</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 LandBank of the Philippines account, otherwise, bank charges shall be borne by the supplier.</li> </ol>
<b>Documentary Requirements</b> <i>(per RA9184)</i>	<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 <ol style="list-style-type: none"> <li>a. To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship).</li> <li>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).</li> </ol> </li> </ol>
<b>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</b>	

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