



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 **Various Construction Materials for the Installation of National Competency Assessors Room at the 4th Floor 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 **Sixty-Five Thousand Three Hundred Ten Pesos (P65,310.00)**.

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 06 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)																																																																														
<p>Various Construction Materials for the Installation of National Competency Assessors Room at the 4th Floor of the MARINA Central Office Building</p> <p>Specifications/Deliverables:</p> <table><tr><th>Unit</th><th>Item Description</th><th>Quantity</th></tr><tr><td>pcs</td><td>Gypsum Board 12 mm</td><td>24</td></tr><tr><td>pcs</td><td>Metal Tracks</td><td>20</td></tr><tr><td>pcs</td><td>Metal Studs</td><td>42</td></tr><tr><td>pcs</td><td>Black Screw #1</td><td>2000</td></tr><tr><td>pc</td><td>Level Bar Long</td><td>1</td></tr><tr><td>boxes</td><td>Blind Revits #3/16 x 12</td><td>2</td></tr><tr><td>pcs</td><td>Metal Drill Bit 3/16</td><td>10</td></tr><tr><td>box</td><td>Blind Revits #3/16 x 1</td><td>1</td></tr><tr><td>set</td><td>Set of Door with Jumb</td><td>2</td></tr><tr><td>pcs</td><td>Marine Plywood #3/4</td><td>2</td></tr><tr><td>pcs</td><td>Jigsaw Blade</td><td>5</td></tr><tr><td>pcs</td><td>Black Screw #2 (1 box/500 pcs)</td><td>500</td></tr><tr><td>pcs</td><td>KD 2x3x8</td><td>8</td></tr><tr><td>pcs</td><td>KD 1/2x1/8</td><td>10</td></tr><tr><td>pcs</td><td>Scew Bit</td><td>10</td></tr><tr><td>pcs</td><td>Door Knob</td><td>2</td></tr><tr><td>liters</td><td>Stikwel</td><td>2</td></tr><tr><td>pcs</td><td>Sand paper #180</td><td>50</td></tr><tr><td>gallons</td><td>Flat Latex</td><td>3</td></tr><tr><td>gallons</td><td>Gloss Latex</td><td>5</td></tr><tr><td>pcs</td><td>Baby Roller</td><td>6</td></tr><tr><td>pcs</td><td>Paint Brush #2</td><td>4</td></tr><tr><td>bag</td><td>Skimcoat</td><td>1</td></tr><tr><td>gallon</td><td>Paint thinner</td><td>1</td></tr><tr><td>box</td><td>Cutter blade</td><td>1</td></tr></table>	Unit	Item Description	Quantity	pcs	Gypsum Board 12 mm	24	pcs	Metal Tracks	20	pcs	Metal Studs	42	pcs	Black Screw #1	2000	pc	Level Bar Long	1	boxes	Blind Revits #3/16 x 12	2	pcs	Metal Drill Bit 3/16	10	box	Blind Revits #3/16 x 1	1	set	Set of Door with Jumb	2	pcs	Marine Plywood #3/4	2	pcs	Jigsaw Blade	5	pcs	Black Screw #2 (1 box/500 pcs)	500	pcs	KD 2x3x8	8	pcs	KD 1/2x1/8	10	pcs	Scew Bit	10	pcs	Door Knob	2	liters	Stikwel	2	pcs	Sand paper #180	50	gallons	Flat Latex	3	gallons	Gloss Latex	5	pcs	Baby Roller	6	pcs	Paint Brush #2	4	bag	Skimcoat	1	gallon	Paint thinner	1	box	Cutter blade	1			
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<p>DELIVERY TERMS:</p> <p>The delivery period is within 30 calendar days upon receipt of Purchase Order (PO)/Notice to Proceed (NTP) at the Maritime Industry Authority Central Office. MARINA Building, 20th St., corner Bonifacio Drive, 1018 Port Area, Manila.</p>																																																																																	
<p>PAYMENT TERMS:</p> <p>Within Thirty (30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA.</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.

Various Construction Materials for the Installation of National Competency Assessors Room at the 4th Floor of the MARINA Central Office Building

Approved Budget for the Contract (ABC)	Total Offered Quotation
Sixty-Five Thousand Three Hundred Ten Pesos (P65,310.00)	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

Documentary Requirements

(per RA9184)

1. Copy of PhilGEPS Registration;	
2. 2025 Mayor's/Business Permit	
3. 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.	
<i>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</i>	



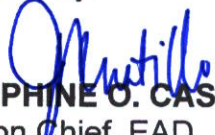
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

TECHNICAL SPECIFICATIONS


Project Description	PROCUREMENT OF VARIOUS CONSTRUCTION MATERIALS FOR THE INSTALLATION OF NATIONAL COMPETENCY ASSESSORS ROOM AT THE 4TH FLOOR.	
Approved Budget for the Contract	The Approved Budget for the Contract is Php. 65,310.00 inclusive of all applicable taxes, chargeable against the Fiscal Year 2025 Regular Agency Budget of MARINA Central Office.	
Specifications/ Deliverables (Ex. Size, color, materials used and other specs requirements)	UNIT	ITEM DESCRIPTION
	24 pcs	Gypsum Board 12 mm
	20 pcs	Metal Tracks
	42 pcs	Metal Studs
	2000 pcs	Black Screw # 1
	1 pc	Level Bar Long
	2 boxes	Blind Revits # 3/16 x 1/2
	10 pcs	Metal Drill Bit 3/16
	1 box	Blind Revits # 3/16 x 1
	2 set	Set of Door with Jumb
	2 pcs	Marine Plywood # ¾
	5 pcs	Jigsaw Blade
	500 pcs	Black Screw # 2 (1 box/500pcs)
	8 pcs	KD 2x3x8
	10 pcs	KD 1/2x1x8
	10 pcs	Screw Bit
	2 pcs	Door Knob
	2 liters	Stikwel
	50 pcs	Sand Paper # 180
	3 gallons	Flat Latex
	5 gallons	Gloss Latex
	6 pcs	Baby Ruller
	4 pcs	Paint Brush # 2
	1 bag	Skim Coat
	1 gallon	Paint Thinner
	1 box	Cutter Blade
Delivery	<ul style="list-style-type: none"> Thirty (30) Calendar Days upon Receipt of Purchase Order/Notice to Proceed 	

<p>Payment Terms (Government terms 15-30 CD)</p>	<p>The payment shall be made within thirty (30) calendar days upon issuance of the Billing Statement on a Bank-to-Bank basis. Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.</p>
<p>Documentary Requirements (per RA9184)</p>	<ol style="list-style-type: none"> 1. PhilGEPS Registration 2. Mayor's Permit/Business Permit 3. Omnibus Sworn Statement <ol style="list-style-type: none"> a. To attach duly notarized Special Power of Attorney (if representing the owner of sole proprietorship), or b. To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, which 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:


JOSEPHINE O. CASTILLO
 Division Chief, EAD
 STCW Office

Approved by:


SAMUEL L. BATALLA
 Executive Director
 STCW Office 