



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 **General Pesticides and Sanitation Services for FY 2025 for 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 **Three Hundred Thousand Pesos (P300,000.00)**.

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 NN 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)
Procurement of General Pesticides and Sanitation Services for FY 2025 for the MARINA Central Office Building			
	Statement of Compliance ("Comply" or "Not Comply")		
<p>SCOPE OF WORK:</p> <p>Termite Abatement Maintenance Program</p> <p>1. Areas to be treated: a 12th floor area MARINA building with a total lot area of 1,702 square meters</p> <p>2. DUSTING/TROPHALLAXIS METHOD</p> <p>Treatment of all infested areas of the building using the TERMITICIDE POWDER. Applied to areas susceptible to termite attacks like earthen tunnels, cracks, ceiling, crevices, baseboards and other passageway of termites are to be treated with slow-acting powder form of chemicals.</p> <p>3. WOOD DRENCHING</p> <p>For the control of subterranean and dry wood termites, treat all infested parts of the building by residual spraying on infested and non-infested portions and other habitat of subterranean and dry wood termites. Treatment of all infested wooden parts of the building concentrating on floors, walls, baseboards, ceiling, cracks and crevices to control surface infestation and minimize future infestation.</p> <p>4. SOIL TREATMENT THRU DRILLING METHOD</p>			

<p>Using heavy-duty drills for cemented areas and soil injectors for compacted soil, inject LIQUID TERMITICIDE deep under the surface to penetrate the hidden areas susceptible to subterranean termites for greater protection package. The distance between drilled holes is 1 meter apart using the Heavy drilling machine, with 24 inches deep.</p> <p>5. Frequency of Treatment</p> <p>Two (2) time treatment and quarterly check-up monitoring.</p> <p>6. Warranty</p> <p>One year - warranty period starting completion of treatment. In case of re-infestation, re-treatment of the same area at no additional costs.</p> <p>7. Chemical to be used</p> <p>Only FDA/FPA approved pesticides shall be used.</p> <p>OTHER CONDITION</p> <p>1. The Service Provider must coordinate by sending a Letter or Activity Request to the MFAS, GSD- Building Maintenance Section (GSD-BMS) one week before the treatment or quarterly check-up monitoring.</p> <p>2. The Activity must be supervised by the personnel from the GSD-BMS.</p> <p>Minimum Qualifications of Service Provider</p> <p>1. The Service Provider must be a PhilGEPS registered;</p> <p>2. Must be validly existing and in good standing by virtue of the laws of the Philippines.</p> <p>3. Has the necessary license from the Food and Drug Administration (FDA)/Fertilizer and</p>			
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<p>Pesticide Authority (FPA) to undertake pest control services.</p> <p>4. Has the necessary capital and equipment to undertake the works contemplated in this proposal.</p> <p>DOCUMENTARY REQUIREMENTS TO BE SUBMITTED</p> <ul style="list-style-type: none"> • For purposes of evaluating the technical, financial, and legal capacity of the service provider the following documents shall be submitted together with their quotation: <ul style="list-style-type: none"> a. PhilGEPS Registration Number or Certificate of Platinum Membership (all pages); b. Valid Mayor's/Business Permit; c. Necessary license from the FDA/FPA; and, d. Lists of equipment and FDA/FPA approved pesticides to be used e. In addition, an original duly signed Omnibus Sworn Statement shall be submitted. <p>CONTRACT DURATION</p> <p>The contract shall be for a period of one (1) year from receipt of Notice to Proceed</p>			
	<p align="center">Statement of Compliance ("Comply" or "Not Comply")</p>		
<p>PAYMENT TERMS:</p> <p>MARINA shall pay the service provider within fifteen (15) working days upon submission of the Billing Statement/Invoice.</p>			
<p>RESERVATION CLAUSE</p> <p>MARINA reserves the right to reject documents that do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance reject any and all bids: declare a failure of bidding, annul the bidding process, or not to award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the</p>			

program/project/ activity has been withheld or reduced through no fault of the MARINA.	
Documentary Requirements (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 4.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or 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.	
<i>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</i>	

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.

Procurement of General Pesticides and Sanitation Services for FY 2025 for the MARINA Central Office Building**Approved Budget for the Contract (ABC)****Total Offered Quotation**

**Three Hundred Thousand Pesos
(P300,000.00)**

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

SCOPE OF WORK

PROJECT DESCRIPTION	Procurement of General Pesticides and Sanitation Services 2025
APPROVED BUDGET FOR THE CONTRACT (ABC)	Three Hundred Thousand Pesos (P300,000.00)
SCOPE OF WORK	<p>Termite Abatement Maintenance Program</p> <ol style="list-style-type: none">1. Areas to be treated: a 12th floor area MARINA building with a total lot area of 1,702 square meters2. DUSTING/TROPHALLAXIS METHOD Treatment of all infested areas of the building using the TERMITICIDE POWDER. Applied to areas susceptible to termite attacks like earthen tunnels, cracks, ceiling, crevices, baseboards and other passageway of termites are to be treated with slow-acting powder form of chemicals.3. WOOD DRENCHING For the control of subterranean and dry wood termites, treat all infested parts of the building by residual spraying on infested and non-infested portions and other habitat of subterranean and dry wood termites. Treatment of all infested wooden parts of the building concentrating on floors, walls, baseboards, ceiling, cracks and crevices to control surface infestation and minimize future infestation.4. SOIL TREATMENT THRU DRILLING METHOD Using heavy-duty drills for cemented areas and soil injectors for compacted soil, inject LIQUID TERMITICIDE deep under the surface to penetrate the hidden areas susceptible to subterranean termites for greater protection package. The distance between drilled holes is 1 meter apart using the Heavy drilling machine, with 24 inches deep.

	<p>5. Frequency of Treatment</p> <p>Two (2) time treatment and quarterly check-up monitoring.</p> <p>6. Warranty</p> <p>One year - warranty period starting completion of treatment. In case of re-infestation, re-treatment of the same area at no additional costs.</p> <p>7. Chemical to be used</p> <p>Only FDA/FPA approved pesticides shall be used.</p>
OTHER CONDITION	<p>1. The Service Provider must coordinate by sending a Letter or Activity Request to the MFAS, GSD- Building Maintenance Section (GSD-BMS) one week before the treatment or quarterly check-up monitoring.</p> <p>2. The Activity must be supervised by the personnel from the GSD-BMS.</p>
Minimum Qualifications of Service Provider	<p>1. The Service Provider must be a PhilGEPS registered;</p> <p>2. Must be validly existing and in good standing by virtue of the laws of the Philippines.</p> <p>3. Has the necessary license from the Food and Drug Administration (FDA)/Fertilizer and Pesticide Authority (FPA) to undertake pest control services.</p> <p>4. Has the necessary capital and equipment to undertake the works contemplated in this proposal.</p>
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Submitted by:



VIEN CONSTANTINE C. MESINA
Chief,
General Services Division

Approved by:



ATTY. MARIVIC S. RAMOS
Director II,
Management, Financial and Administrative Service