



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 SOUND PROOF 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 **Two Hundred Seventeen Thousand Eight Hundred Seventy Pesos (P217,870.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00NN 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 Sound Proof 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>Qty</th></tr><tr><td>set</td><td>Acoustic Foam 1"x12"x12"</td><td>115 12pcs/set</td></tr><tr><td>pcs</td><td>Gypsom Board 4ft x 8ft</td><td>10</td></tr><tr><td>pcs</td><td>Metal studs 32mm x 52mm x 0.5mm</td><td>40</td></tr><tr><td>pcs</td><td>Metal Traks 32mm x 52mm x0.5mm</td><td>16</td></tr><tr><td>box</td><td>Black screw 1 1/2</td><td>1500 500pcs/box</td></tr><tr><td>pcs</td><td>Skim coat 20 kg</td><td>2</td></tr><tr><td>pcs</td><td>Bostik (no name nails) 320 grams</td><td>25</td></tr><tr><td>set</td><td>Cutter Blade 25mm x 125mm</td><td>1</td></tr><tr><td>pc</td><td>Steel tape 8 meters</td><td>1</td></tr><tr><td>pcs</td><td>Putty Knife 4"</td><td>2</td></tr><tr><td>kilo</td><td>Concrete nails 1"</td><td>1</td></tr><tr><td>gallon</td><td>Flat wall latex white</td><td>8</td></tr><tr><td>gallon</td><td>Gloss latex white</td><td>8</td></tr><tr><td>pcs</td><td>Baby roller 7"</td><td>4</td></tr><tr><td>pcs</td><td>Paint brush number 2</td><td>4</td></tr><tr><td>pcs</td><td>Paint Brush number 4</td><td>2</td></tr></table>	Unit	Item Description	Qty	set	Acoustic Foam 1"x12"x12"	115 12pcs/set	pcs	Gypsom Board 4ft x 8ft	10	pcs	Metal studs 32mm x 52mm x 0.5mm	40	pcs	Metal Traks 32mm x 52mm x0.5mm	16	box	Black screw 1 1/2	1500 500pcs/box	pcs	Skim coat 20 kg	2	pcs	Bostik (no name nails) 320 grams	25	set	Cutter Blade 25mm x 125mm	1	pc	Steel tape 8 meters	1	pcs	Putty Knife 4"	2	kilo	Concrete nails 1"	1	gallon	Flat wall latex white	8	gallon	Gloss latex white	8	pcs	Baby roller 7"	4	pcs	Paint brush number 2	4	pcs	Paint Brush number 4	2			
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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, on a Bank-to-Bank basis. Automatic Debit Arrangement (ADA) through Landbank of the Phils. (LBP) facilities, for other commercial bank, applicable bank charges shall be for the account of the supplier. The supplier</p>																																																						

RQF - Various Construction Materials for the Installation of Sound Proof Room at the 4th Floor of the MARINA Central Office Building

shall submit bank details together with billing statement/invoice for ready reference.	
Documentary Requirements (per RA9184)	Statement of Compliance ("Comply" or "Not Comply")
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.	
Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.	

FINANCIAL OFFER

<u>Terms of Payment:</u> <i>Within Fifteen-thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA</i>
<u>Payment Details:</u>
Banking Institution : _____
Account Number : _____
Account Name <i>(should be the exact account name as registered in the bank):</i> _____
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 Sound Proof Room at the 4th Floor of the MARINA Central Office Building	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p><i>Two Hundred Seventeen Thousand Eight Hundred Seventy Pesos (P217,870.00)</i></p>	<p>In words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In figures:</p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



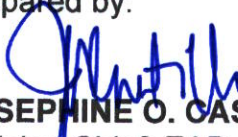
REPUBLIC OF THE PHILIPPINES
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MARITIME INDUSTRY AUTHORITY

TECHNICAL SPECIFICATIONS


Project Description	PROCUREMENT OF VARIOUS CONSTRUCTION MATERIALS FOR THE INSTALLATION OF SOUND PROOF ROOM AT THE 4TH FLOOR.	
Approved Budget for the Contract	The Approved Budget for the Contract is ₱ 217,870.00 inclusive of all applicable taxes, chargeable against the Fiscal Year 2025 Regular Agency Budget of MARINA Central Office.	
Specifications/ Deliverables <i>(Ex. Size, color, materials used and other specs requirements)</i>	UNIT	ITEM DESCRIPTION
	115 12pcs/set	Acoustic Foam 1"x12"x12"
	10 pcs	Gypsum Board 4ft x 8ft
	40 pcs	Metal Studs 32mm x 52mm x 0.5mm
	16 pcs	Metal Traks 32mm x 52mm x 0.5mm
	1500 500pcs/box	Black Screw 1 ½
	2 pcs	Skim coat 20kg
	25 pcs	Bostik (no name nails) 320 grams
	1 set	Cutter Blade 25mm x 125mm
	1 pc	Steel tape 8 meters
	2 pcs	Putty Knife 4"
	1 kilo	Concrete Nails 1"
	8 gallons	Flat wall latex White
	8 gallons	Gloss Latex White
	4 pcs	Baby Roller 7"
	4 pcs	Paint Brush Number 2
	2 pcs	Paint Brush Number 4
Delivery	<ul style="list-style-type: none"> Thirty (30) Calendar Days upon Receipt of Purchase Order/Notice to Proceed 	
Payment Terms <i>(Government terms 15-30 CD)</i>	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>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><i>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</i></p>	

Prepared by:


JOSEPHINE O. CASTILLO
 Division Chief, EAD
 STCW Office

Approved by:


SAMUEL L. BATALLA
 Executive Director
 STCW Office