



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 Service Provider for the Supply and Delivery of Purified Drinking Water at the MARINA Central Office** 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 **Four Hundred Fifty Thousand Pesos (P450,000.00)**.

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 21 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, 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>Procurement of a Service Provider for Supply and Delivery of Purified Drinking Water at the MARINA Central Office</p> <p>Specifications/Deliverables:</p> <ul style="list-style-type: none"> a. The Supplier shall deliver clean, safe and healthy to drink Purified Drinking Water for MARINA Central Office. b. The Supplier shall supply and deliver approximately forty-five round bottles of five (5) - gallon a day of purified drinking water or as may be required by the MARINA or maximum of 10,800 containers of five (5) gallons from the period of twelve (12) months upon receipt of the Notice to Proceed. c. The Supplier shall provide the MARINA with free use of seventy (70) units of Hot and Cold-Water Dispensers in good working conditions. d. The Supplier must conduct a monthly maintenance cleaning of dispensers and immediately replace defective dispensers without cost to the MARINA. e. The Supplier must conduct a bi-monthly water test to be conducted by the Department of Health (DOH) accredited water laboratory testing center. The supplier must submit to MARINA a copy of the test results. <p>Specific Requirements:</p> <ul style="list-style-type: none"> a. Product Specifications - drinking water shall conform to the water quality standards prescribed or tested by accredited Department of Health (DOH) Laboratories. <ul style="list-style-type: none"> i. Microbiological Test - be tested at least once a month; and ii. Physico-chemical Test - be tested at least two times a year. 			

<p>b. Packaging and Labeling</p> <ul style="list-style-type: none"> i. All water containers must be made of food-grade plastic, tamper-proof, dent-free, leak-free, with plastic rims at the bottom and packed/covered by plastic materials; ii. The name and address of the manufacturer shall be indicated on the label; iii. The type of water, such as purified, spring water or distilled water should be prominently printed on the principal display pane; iv. Brand name should not be misleading or in any way misrepresent the true nature of the product and conform to government existing regulations governing brand names; and 			
<p>End-user Requirements:</p> <p>OTHER TERMS AND CONDITIONS</p> <p>Shall be submitted together with the quotation:</p> <ul style="list-style-type: none"> a. The Supplier must comply with the provision of the Code of Sanitation of the Philippines as well as the provision of Administrative Order 2007-0012, Philippine National Standards for Drinking Water 2007 of the DOH, including certified true copies test results required DOH; b. The Supplier shall submit Microbiological Test Results from duly licensed laboratory service and/or should have Sanitary Permit / Certificate of Potability; c. The Supplier guarantees to deliver to MARINA at least 225 bottles of purified drinking water on a weekly basis of not less than 113 bottles; d. The supplier shall have at least 2-years' experience for the last five (5) years in supplying at least 50% (23 bottles) of the daily requirement of purified drinking water of MARINA; e. The Supplier shall notify the MARINA immediately of impending/possible occurrence of non-delivery of goods; and The Supplier should have an office within Metro Manila. 	<p>Statement of Compliance ("Comply" or "Not Comply")</p>		

<p>DELIVERY TERMS:</p> <p>The term of the Service Agreement for the Supply and Delivery of Purified Drinking Water at the MARINA Central Office will be for the period of twelve (12) months 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 necessary, on Saturdays and Holidays, with no extra cost to MARINA.</p>	
<p>PAYMENT TERMS:</p> <ol style="list-style-type: none"> 1. Send bill arrangement; 2. Service reports on the monthly supply of purified drinking water at the MARINA Central Office duly signed by a MARINA authorized representative. 3. Within twenty (20) calendar days upon receipt of billing invoice/statement of account; 4. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA); and, 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. 	
<p>Documentary Requirements (per RA9184)</p>	
<p>1. Copy of PhilGEPS Registration</p>	
<p>2. 2025 Mayor's/Business Permit</p>	
<p>3. Income/Business Tax Return</p>	

<p>4. The bidder must submit an Omnibus Sworn Statement</p> <p>3.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or</p> <p>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.</p>	
<p>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</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.

Procurement of a Service Provider for the Supply and Delivery of Purified Drinking Water at the MARINA Central Office	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p><i>Four Hundred Fifty Thousand Pesos</i> <i>(P450,000.00)</i></p>	<p>In words:</p> <p>_____</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



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TECHNICAL SPECIFICATIONS

Project Description	Procurement of a Service Provider for Supply and Delivery of Purified Drinking Water at the MARINA Central Office
Approved Budget for the Contract	The Approved Budget for the Contract is Php <u>450,000.00</u> inclusive of all applicable taxes, chargeable against Fiscal Year 2025 Regular Agency Budget of MARINA Central Office.
Specifications / Deliverables <i>(Ex. Size, color, materials used and other specs requirements)</i>	<p>a. The Supplier shall deliver clean, safe and healthy to drink Purified Drinking Water for MARINA Central Office.</p> <p>b. The Supplier shall supply and deliver approximately forty-five round bottles of five (5) - gallon a day of purified drinking water or as may be required by the MARINA or maximum of 10,800 containers of five (5) gallons from the period of twelve (12) months upon receipt of the Notice to Proceed.</p> <p>c. The Supplier shall provide the MARINA with free use of seventy (70) units of Hot and Cold Water Dispensers in good working conditions.</p> <p>d. The Supplier must conduct a monthly maintenance cleaning of dispensers and immediately replace defective dispensers without cost to the MARINA.</p> <p>e. The Supplier must conduct a bi-monthly water test to be conducted by the Department of Health (DOH) accredited water laboratory testing center. The supplier must submit to MARINA a copy of the test results.</p> <p>SPECIFICATIONS</p> <p>a. Product Specifications - drinking water shall conform to the water quality standards prescribed or tested by accredited Department of Health (DOH) Laboratories.</p> <p>i. Microbiological Test - be tested at least once a month; and</p> <p>ii. Physico-chemical Test - be tested at least two times a year.</p> <p>b. Packaging and Labeling</p> <p>i. All water containers must be made of food-grade plastic, tamper-proof, dent-free, leak-free, with plastic rims at the bottom and packed/covered by plastic materials;</p> <p>ii. The name and address of the manufacturer shall be indicated on the label;</p>

	<ul style="list-style-type: none"> iii. The type of water, such as purified, spring water or distilled water should be prominently printed on the principal display pane; iv. Brand name should not be misleading or in any way misrepresent the true nature of the product and conform to government existing regulations governing brand names; and v. Claims relating to the absence of certain contaminants shall be prohibited unless supported by consistent laboratory test results obtained or issued by recognized testing institutions.
Other End-User Requirements <i>Ex. Warranty, photos of the product and other end-user requirements</i>	OTHER TERMS AND CONDITIONS Shall be submitted together with the quotation: <ul style="list-style-type: none"> a. The Supplier must comply with the provision of the Code of Sanitation of the Philippines as well as the provision of Administrative Order 2007-0012, Philippine National Standards for Drinking Water 2007 of the DOH, including certified true copies test results required DOH; b. The Supplier shall submit Microbiological Test Results from duly licensed laboratory service and/or should have Sanitary Permit / Certificate of Potability; c. The Supplier guarantees to deliver to MARINA at least 225 bottles of purified drinking water on a weekly basis of not less than 113 bottles; d. The supplier shall have at least 2-years experience for the last five (5) years in supplying at least 50% (23 bottles) of the daily requirement of purified drinking water of MARINA; e. The Supplier shall notify the MARINA immediately of impending/possible occurrence of non-delivery of goods; and f. The Supplier should have an office within Metro Manila.
Delivery Terms/ Service Schedule <i>(to be determined by the End-User)</i>	<p>The term of the Service Agreement for the Supply and Delivery of Purified Drinking Water at the MARINA Central Office will be for the period of twelve (12) months 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,</p>

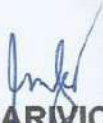
	whenever necessary, on Saturdays and Holidays, with no extra cost to MARINA.
Payment Terms <i>(Government terms 15-30 CD)</i>	<ol style="list-style-type: none"> 1. Send bill arrangement; 2. Service reports on the monthly supply of purified drinking water at the MARINA Central Office duly signed by a MARINA authorized representative. 3. Within twenty (20) calendar days upon receipt of billing invoice/statement of account; 4. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA); and 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.
Documentary Requirements <i>(per RA9184)</i>	<ol style="list-style-type: none"> 1. PhilGEPS Registration 2. Mayor's Permit/ Business Permit 3. Income Tax Return 4. Notarized Omnibus Sworn Statement <ol style="list-style-type: none"> a. To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship). 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).
Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.	

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