



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 **Printing of the Maritime Industry Authority 50th Anniversary Commemorative Coffee Table Book**, in accordance with the Alternative Mode of Procurement (under Section 53.9 - 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 Thirty-Seven Thousand Nine Hundred Forty-Two Pesos and 40/100 (Php 437,942.40)**.

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 noon of 10 July 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Mr. HERBERT V. NALUPA

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)
PRINTING OF THE MARITIME INDUSTRY AUTHORITY 50TH ANNIVERSARY COMMEMORATIVE COFFEE TABLE BOOK				
	PRODUCT SPECIFICATIONS			
Work Needed	Printing only			
Project Type	Multiple sheet – hardbound project			
Dimensions:	Inches			

Width (Folded):	11.69	
Length (Folded):	8.26	
Quantity:	210 copies	
Cover color:	Full color- one side print	
Cover paper type:	C2S 120#	
Mounted on Pasteboard type:	Pasteboard 20	
Type of Print:	Digital	
Hardbound cover Lamination:	Matte + Spot UV Lamination 1 side	
Other lamination options:	With Gold Accents	
Cover Die-Cutting Options:	No Die-cutting	
Hardbound Inside Part 1 – No. of inside pages:	200 (100 leaves back-to-back)	
Hardbound inside Part 1 color:	Full color/Full color – two side print	
HB Inside Part 1 paper types:	C2S 100#	
HB Binding:	Smyth Sewn Hardbound	
Embossed parts:	Title and Company Logo	
Other parts:	None	
DELIVERY TERMS:		Statement of Compliance (“Comply” or “Not Comply”)
Submission of Printer’s Proof/Sample: Within seven (7) working days from the submission of the digital file by the End User Full Delivery: On or before 30 July 2025		
PAYMENT TERMS:		Statement of Compliance (“Comply” or “Not Comply”)
The MARINA shall pay the winning service provider within fifteen (15) days after full delivery and acceptance by the end user through the List of Due and Demandable Accounts Payable with Advise to Debit Account (LDDAP-ADA).		

The winning bidder shall provide a Land Bank of the Philippines (LBP) account, otherwise bank charges shall be borne by the said bidder pursuant to Department of Budget and Management Circular Letter No. 2013-16.	
Documentary Requirements: (per RA9184)	
1. Valid PhilGEPS Registration;	
2. Valid Mayor's Permit/ Business Permit	
3. Notarized 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 (15) 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.

**PRINTING OF THE MARITIME INDUSTRY AUTHORITY 50TH ANNIVERSARY
COMMEMORATIVE COFFEE TABLE BOOK**

Approved Budget for the Contract (ABC)	Total Offered Quotation
<p><i>Four Hundred Thirty-Seven Thousand Nine Hundred Forty-Two Pesos and 40/100 (Php 437,942.40)</i></p>	<p><i>In words:</i></p>
	<hr/>
	<hr/>
	<hr/>
	<p><i>In figures:</i></p>
	<hr/>
	<hr/>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

TECHNICAL SPECIFICATIONS

Project Description	PRINTING OF THE MARITIME INDUSTRY AUTHORITY 50th ANNIVERSARY COMMEMORATIVE COFFEE TABLE BOOK																																									
Approved Budget of the Contract	The total budget amounting to PHP 437,942.40 (vat inclusive) is available for this undertaking, which shall be charged against MARINA GAA Funds for FY 2025.																																									
Specifications/Deliverables	<table><tr><td></td><td>PRODUCT SPECIFICATIONS</td></tr><tr><td>Work Needed</td><td>Printing only</td></tr><tr><td>Project Type</td><td>Multiple sheet – hardbound project</td></tr><tr><td>Dimensions:</td><td>Inches</td></tr><tr><td>Width (Folded):</td><td>11.69</td></tr><tr><td>Length (Folded):</td><td>8.26</td></tr><tr><td>Quantity:</td><td>210 copies</td></tr><tr><td>Cover color:</td><td>Full color- one side print</td></tr><tr><td>Cover paper type:</td><td>C2S 120#</td></tr><tr><td>Mounted on Pasteboard type:</td><td>Pasteboard 20</td></tr><tr><td>Type of Print:</td><td>Digital</td></tr><tr><td>Hardbound cover Lamination:</td><td>Matte + Spot UV Lamination 1 side</td></tr><tr><td>Other lamination options:</td><td>With Gold Accents</td></tr><tr><td>Cover Die-Cutting Options:</td><td>No Die-cutting</td></tr><tr><td>Hardbound Inside Part 1 – No. of inside pages:</td><td>200 (100 leaves back to back)</td></tr><tr><td>Hardbound inside Part 1 color:</td><td>Full color/Full color – two side print</td></tr><tr><td>HB Inside Part 1 paper types:</td><td>C2S 100#</td></tr><tr><td>HB Binding:</td><td>Smyth Sewn Hardbound</td></tr><tr><td>Embossed parts:</td><td>Title and Company Logo</td></tr><tr><td>Other parts:</td><td>None</td></tr></table>			PRODUCT SPECIFICATIONS	Work Needed	Printing only	Project Type	Multiple sheet – hardbound project	Dimensions:	Inches	Width (Folded):	11.69	Length (Folded):	8.26	Quantity:	210 copies	Cover color:	Full color- one side print	Cover paper type:	C2S 120#	Mounted on Pasteboard type:	Pasteboard 20	Type of Print:	Digital	Hardbound cover Lamination:	Matte + Spot UV Lamination 1 side	Other lamination options:	With Gold Accents	Cover Die-Cutting Options:	No Die-cutting	Hardbound Inside Part 1 – No. of inside pages:	200 (100 leaves back to back)	Hardbound inside Part 1 color:	Full color/Full color – two side print	HB Inside Part 1 paper types:	C2S 100#	HB Binding:	Smyth Sewn Hardbound	Embossed parts:	Title and Company Logo	Other parts:	None
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Other parts:	None																																									

Delivery Terms <i>(to be determined by the End-User)</i>	Submission of Printer's Proof/Sample: Within <u>seven (7) working days</u> from the submission of the digital file by the End User Full Delivery: On or before 30 July 2025
Payment Terms <i>(Government terms 15-30 CD)</i>	The MARINA shall pay the winning service provider within fifteen (15) days after full delivery and acceptance by the end user through the List of Due and Demandable Accounts Payable with Advise to Debit Account (LDDAP-ADA). The winning bidder shall provide a Land Bank of the Philippines (LBP) account, otherwise bank charges shall be borne by the said bidder pursuant to Department of Budget and Management Circular Letter No. 2013-16.
Documentary Requirements <i>(per RA 9184)</i>	The Service Provider should provide the necessary documents as listed below: A. Valid and current Mayor's Permit (city or municipal) of the place where the bidders' principal place of business is located B. PhilGEPS Certificate C. Omnibus Sworn Statement - To attach duly notarized Special Power of Attorney (if representing the owner of sole proprietorship) - 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:



Mr. JUSTIN JAMES V. TULIO
 OIC-Chief, PDRD

Recommending Approval:



Mr. LUISITO U. DELOS SANTOS
 Director II, PPS