



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 **ESSENTIAL EQUIPMENT FOR THE MARINA DIGITAL TV STUDIO (2nd posting)**, in accordance with Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009. The Approved Budget for the Contract (ABC) is **Three Hundred Seventy-Eight Thousand Eight Hundred Pesos (₱378,800.00)**.

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 noon of 05 November 2025**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Mr. LOUIE B. BANUA

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

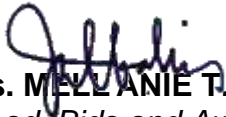
The Supplier/ Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB – Prescribed forms), Income/Business Tax Return (for ABC's above Php500k)** within a non-extendible period of five (5) calendar days from the receipt of the notice of Single/Lowest 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.

MARINA Building
20th Street corner Bonifacio Drive
1018 Port Area (South), Manila
Philippines

Tel. No.: (632) 8523-9078
Email: oadm@marina.gov.ph
Website: <https://marina.gov.ph>

For clarification, you may contact the BAC Secretariat at **+632 8524-6518** or at bacsec@marina.gov.ph.



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 are 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 pesos, 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 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:

SPECIFICATION	Quantity	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
LOT 1				
INTERCOM HEADSET Specifications: <ul style="list-style-type: none"> • Full-Duplex Communication Support • 5 PAX • 2.4 GHz Operating Frequency • Environmental Noise Cancellation • Push-to-Talk, Adjustable Mic Boom • 1100' Line-of-Sight Range • Reliable Frequency • Wind and Water Resistant • Master: Up to 10 Hours of Battery Life • Remote: Up to 12 Hours of Battery Life • Includes Batteries and 6-Slot Charger 	4			
MEMORY CARD Specifications: <ul style="list-style-type: none"> • CFexpress memory card Type A • 250 GB - 500 GB storage • Read: up to 800 MB/s, Write: up to 700 MB/s 	3			
DATA TRANSFER CABLE Specifications: <ul style="list-style-type: none"> • HDMI Fiber Cable • 20 Meters long • Can carry video quality of 4K 	3			
DRY BOX Specifications: <ul style="list-style-type: none"> • 100-250L • Tempered glass door (UV-proof if possible) • Humidity Range: 25%-55% RH • Adjustable shelves (if possible) 	1			
HARD DRIVES Specifications: <ul style="list-style-type: none"> • 4 TB storage • 4 Pax 	4			

<p>EXTERNAL MIC FOR CAMERA</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 3.5mm mic input • Condenser Mic • Polar Pattern: Supercardioid or Lobar • Frequency - 20 Hz – 20 kHz • Signal-to-Noise Ratio: 79 dBA • Sensitivity: -31 dBV • 3.5mm TRS cable • Noise cancelation • With foam included 	1			
<p>CAMERA FLASH</p> <p>Specifications:</p> <ul style="list-style-type: none"> • The flash head can be tilted from -7 to 90° and rotated a total of 270° • Recycle Time: 0.1-2.2 Seconds • Guide number of 118' at ISO 100 and 105mm 	1			
<p>MIC ARM STAND</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 3 pax • No Need for Clamps or Mounting • Supports up to 31.7 oz • 15" vertical reach • Low-noise operation 	3			
<p>AUDIO SPLITTER</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 3.5 mm Jack splitter 	1			
<p>PROTECTIVE CASE</p> <p>Specifications:</p> <ul style="list-style-type: none"> • With top handle & EVF • If possible with wheels • Features: Waterproof and can fit cameras, charger, batteries, monitor, other accessories • Exterior dimensions around 22 x 14 x 9 inches (55.9 x 35.6 x 22.9 cm) • Interior dimensions around 20.5 x 11.3 x 7.5 inches (52.1 x 28.7 x 19.1 cm) 	1			
<p>GIMBAL</p> <p>Specifications:</p> <ul style="list-style-type: none"> • For professional camera use • Weight: 1.2 kg/2.65 lbs • Maximum Payload: 2.5 kg/5.51 lbs • Can last up to 12 hrs battery life • 3-axis stabilization (Pan, Tilt, Roll) 	1			

<ul style="list-style-type: none"> • Payload Capacity: 1.5 – 2.5 kg (3.3 – 5.5 lb) 				
GREEN SCREEN KIT Specifications: <ul style="list-style-type: none"> • Width: adjustable 5-10 ft • Height: adjustable 5-9ft • includes poles, clips, carrying bag, stand • Dimension: approximately 130 cm x 10 cm x 10 cm 	1			
TV RACK Specifications: <ul style="list-style-type: none"> • Can carry 70 inch TV 	1			
FLASH DRIVE Specifications: <ul style="list-style-type: none"> • 64 GB STORAGE 	3			
CFEXPRESS CARD READERS Specifications: <ul style="list-style-type: none"> • Unlimited CFexpress performance • Extreme transfer speed up to 10 gbps • Card reader for CFexpress Type A memory cards • USB-C to USB-A cable and USB-C converter included 	1			
<u>OTHER END-USER REQUIREMENTS:</u>	Statement of Compliance (“Comply” or “Not Comply”)			
The Supplier shall guarantee the work done to be free from defects for a period of One (1) year reckoned from acceptance of the project. The form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.				
<u>DELIVERY TERMS/ SERVICE SCHEDULE:</u>	Statement of Compliance (“Comply” or “Not Comply”)			
The delivery of goods shall commence ten (10) calendar days upon receipt of Notice to Proceed (NTP) and Purchase Order (PO).				
<u>PAYMENT TERMS:</u>	Statement of Compliance (“Comply” or “Not Comply”)			
1. Send bill arrangement; 2. Within ten (10) calendar days upon receipt of billing invoice/statement of account; 3. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA); and 4. 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.				

<u>DOCUMENTARY REQUIREMENTS (per RA9184):</u>	Statement of Compliance ("Comply" or "Not Comply")
1. PhilGEPS Registration	
2. Mayor's Permit/ Business Permit	
3. Notarized Omnibus Sworn Statement <ul 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). 	

FINANCIAL OFFER

Terms of Payment:

Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report by the MARINA;

Payment Details:

<i>Banking Institution :</i> _____
<i>Account Number :</i> _____
<i>Account Name</i> <i>(should be the exact account name as registered in the bank):</i> _____
<i>Bank Branch :</i> _____

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.

ESSENTIAL EQUIPMENT FOR THE MARINA DIGITAL TV STUDIO	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p><i>Three Hundred Seventy-Eight Thousand Eight Hundred Pesos (Php 378,800.00)</i></p>	<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



TECHNICAL SPECIFICATIONS

Project Description	Procurement of Essential Equipment for the MARINA Digital TV Studio																				
Approved Budget for the Contract	The Approved Budget for the Contract is Php 378,800 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>	<table border="1"> <thead> <tr> <th colspan="3" data-bbox="467 656 1489 734">LOT 1</th> </tr> <tr> <th data-bbox="467 734 671 808">UNIT</th> <th data-bbox="671 734 1377 808">ITEM DESCRIPTION</th> <th data-bbox="1377 734 1489 808">QTY</th> </tr> </thead> <tbody> <tr> <td data-bbox="467 808 671 1384"></td> <td data-bbox="671 808 1377 1384"> INTERCOM HEADSET Specifications: <ul style="list-style-type: none"> ● Full-Duplex Communication Support ● 5 PAX ● 2.4 GHz Operating Frequency ● Environmental Noise Cancellation ● Push-to-Talk, Adjustable Mic Boom ● 1100' Line-of-Sight Range ● Reliable Frequency ● Wind and Water Resistant ● Master: Up to 10 Hours of Battery Life ● Remote: Up to 12 Hours of Battery Life ● Includes Batteries and 6-Slot Charger </td> <td data-bbox="1377 808 1489 1384" style="text-align: center; vertical-align: middle;">4 //</td> </tr> <tr> <td data-bbox="467 1384 671 1711"></td> <td data-bbox="671 1384 1377 1711"> MEMORY CARD Specifications: <ul style="list-style-type: none"> ● CFexpress memory card Type A ● 250 GB - 500 GB storage ● Read: up to 800 MB/s, Write: up to 700 MB/s </td> <td data-bbox="1377 1384 1489 1711" style="text-align: center; vertical-align: middle;">3</td> </tr> <tr> <td data-bbox="467 1711 671 2074"></td> <td data-bbox="671 1711 1377 2074"> DATA TRANSFER CABLE Specifications: <ul style="list-style-type: none"> ● HDMI Fiber Cable ● 20 Meters long ● Can carry video quality of 4K </td> <td data-bbox="1377 1711 1489 2074" style="text-align: center; vertical-align: middle;">3</td> </tr> <tr> <td data-bbox="467 2074 671 2159"></td> <td data-bbox="671 2074 1377 2159" style="text-align: center;">DRY BOX</td> <td data-bbox="1377 2074 1489 2159" style="text-align: center; vertical-align: middle;">1 //</td> </tr> </tbody> </table>			LOT 1			UNIT	ITEM DESCRIPTION	QTY		INTERCOM HEADSET Specifications: <ul style="list-style-type: none"> ● Full-Duplex Communication Support ● 5 PAX ● 2.4 GHz Operating Frequency ● Environmental Noise Cancellation ● Push-to-Talk, Adjustable Mic Boom ● 1100' Line-of-Sight Range ● Reliable Frequency ● Wind and Water Resistant ● Master: Up to 10 Hours of Battery Life ● Remote: Up to 12 Hours of Battery Life ● Includes Batteries and 6-Slot Charger 	4 //		MEMORY CARD Specifications: <ul style="list-style-type: none"> ● CFexpress memory card Type A ● 250 GB - 500 GB storage ● Read: up to 800 MB/s, Write: up to 700 MB/s 	3		DATA TRANSFER CABLE Specifications: <ul style="list-style-type: none"> ● HDMI Fiber Cable ● 20 Meters long ● Can carry video quality of 4K 	3		DRY BOX	1 //
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<i>xxx Nothing Follows xxx</i>							
<p>Other End-User Requirements <i>Ex. Warranty, photos of the product and other end-user requirements</i></p>	<p>The Supplier shall guarantee the work done to be free from defects for a period of One (1) year reckoned from acceptance of the project. The form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.</p>						
<p>Delivery Terms/ Service Schedule <i>(to be determined by the End-User)</i></p>	<p>The delivery of goods shall commence ten (10) calendar days upon receipt of Notice to Proceed (NTP) and Purchase Order (PO)</p>						
<p>Payment Terms <i>(Government terms 15-30 CD)</i></p>	<ol style="list-style-type: none"> 1. Send bill arrangement; 2. Within ten (10) calendar days upon receipt of billing invoice/statement of account; 3. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA); and 4. 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 <i>(per RA9184)</i></p>	<ol style="list-style-type: none"> 1. PhilGEPS Registration 2. Mayor's Permit/ Business Permit 3. 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). 						
<p>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</p>							



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Prepared by:

ARDELINE F. GESTRE
Communications Development Officer II
Public Affairs and Digital Media Office

Noted by:

MERROWEN M. ANDONG
Multimedia Production Specialist IV

Approved by:

SONIA B. MALALUAN
Administrator