



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 **Catering Services for MARINA Management Committee (MANCOM) Meetings**, in accordance with Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009 or The New Government Procurement Act. The Approved Budget for the Contract (ABC) is **Six Hundred Sixty Thousand Pesos (Php660,000.00) inclusive of all taxes and any other applicable fees.**

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

Mr. JOSE 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)** 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 style="text-align: center;">PROCUREMENT OF CATERING SERVICES FOR MARINA MANAGEMENT COMMITTEE (MANCOM) MEETINGS</p> <p>PERIOD OF ENGAGEMENT AND VENUE</p> <ul style="list-style-type: none"> - The catering service will be for twelve (12) meetings commencing from the contract execution. <p>NUMBER OF ATTENDEES</p> <ul style="list-style-type: none"> - Maximum: 50 persons 			

<p>FOOD AND BEVERAGES</p> <ul style="list-style-type: none"> - A variety of menu choices for each of the following type: <p>BUFFET SERVICE MENU (Lunch):</p> <ul style="list-style-type: none"> - Steamed rice; - Soup; - 4 Viand of: <ul style="list-style-type: none"> • Beef/Pork • Fish/ Seafood • Chicken; and • Vegetables - Desserts; and - Assorted drinks/soda/canned juice <p>PLATED SERVICE MENU (AM/PM Snacks)</p> <ul style="list-style-type: none"> - Sandwiches or noodle-based dish or other Filipino dishes; and - Assorted drinks/ soda/ canned juice <p>OTHER FOOD REQUIREMENTS:</p> <ul style="list-style-type: none"> - Continuous flow of brewed coffee / tea; - Provision for option for sugar free drinks; - Provision for bottled mineral water; and - Mints/ nuts/ chips on the table 			
<p>SET-UP / OTHER REQUIREMENTS</p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>		
<ol style="list-style-type: none"> 1. Able to provide food with superior taste and simple but elegant buffet station; 2. Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time; 3. Complete preparation and set-up of buffet table/tables and chairs with covers at least one (1) hour before the meeting and as per availability of space in the venue; and 4. Waiters/ food attendant in appropriate attire with skill in food preparation and serving. 			
<p>MODE OF PAYMENT</p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>		
<p>Payment should be through a send bill arrangement to be paid within thirty (30) days upon receipt of the billing invoice.</p>			
<p>DOCUMENTARY REQUIREMENTS</p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>		
<ol style="list-style-type: none"> 1. PhilGEPS Registration Number or valid and current PHILGEPS Registration Certificate; 2. Valid Mayor's Permit / Business Permit; 			

3. Omnibus Sworn Statement is acceptable subject to compliance therewith after the award of contract in accordance with GPBB Resolution No. 09-2020.	
EVENT CANCELLATION	Statement of Compliance ("Comply" or "Not Comply")
On the account of unforeseen circumstances such as increment weather causing the suspension of all government Offices, the Agency has the right to cancel the Catering Services. This in turn, entails the cancellation of supplier's service contract for the said date.	
<i>Note: Prospective suppliers must comply with all the above requirements to become eligible with the said procurement project.</i>	

FINANCIAL OFFER

Terms of Payment:

Within Twenty (20) 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 CATERING SERVICES FOR MARINA MANAGEMENT COMMITTEE (MANCOM) MEETINGS	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Six Hundred Sixty Thousand Pesos (Php660,000.00)	<p><i>In words:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>In figures:</i></p> <p>_____</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 Catering Services for MARINA Management Committee (MANCOM) Meetings
APPROVED BUDGET FOR THE CONTRACT (ABC)	Six Hundred Sixty Thousand Pesos (P660,000) inclusive of all applicable taxes
PERIOD OF ENGAGEMENT AND VENUE	The catering service will be for twelve (12) meetings commencing from the contract execution.
NUMBER OF ATTENDEES	Maximum: 50 persons
FOOD AND BEVERAGES	A variety of menu choices for each of the following type: BUFFET SERVICE MENU (Lunch): <ul style="list-style-type: none"> - Steamed rice; - Soup; - 4 Viand of: <ul style="list-style-type: none"> • Beef/Pork • Fish/ Seafood • Chicken; and • Vegetables - Desserts; and - Assorted drinks/soda/canned juice PLATED SERVICE MENU (AM/PM Snacks): <ul style="list-style-type: none"> - Sandwiches or noodle-based dish or other Filipino dishes; and - Assorted drinks/ soda/ canned juice Other food requirements: <ul style="list-style-type: none"> - Continuous flow of brewed coffee/ tea; - Provision for option for sugar free drinks; - Provision for bottled mineral water; and - Mints/ nuts/chips/ on the table
SET-UP/ OTHER REQUIREMENTS	<ol style="list-style-type: none"> 1. Able to provide food with superior taste and simple but elegant buffet station; 2. Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time; 3. Complete preparation and set-up of buffet table/ tables and chairs with covers at least one (1) hour before the meeting and as per availability of space in the venue; and 4. Waiters/ food attendant in appropriate attire with skill in food preparation and serving
MODE OF PAYMENT	Payment should be through a send bill arrangement to be paid within thirty (30) days upon receipt of the billing invoice.
DOCUMENTARY REQUIREMENTS (per RA9184)	<ol style="list-style-type: none"> 1. PhilGeps Registration Number or valid and current PHILGEPS Registration Certificate 2. Valid Mayor's/Business Permit 3. Omnibus Sworn Statement is acceptable subject to compliance therewith after the award of contract in accordance with GPBB Resolution No. 09-2020
EVENT CANCELLATION	On the account of unforeseen circumstances such as increment weather causing the suspension of all government Offices, the Agency has the right to cancel the Catering Services. This in turn, entails the cancellation of supplier's service contract for the said date.

Submitted by:


VIEN CONSTANTINE C. MESINA
Chief, General Services Division

Approved:


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