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 **Supply and Delivery of Safety and Emergency Response Equipment "Per Lot" at the Maritime Industry Authority Central Office Building**, 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 **One Million Two Hundred Thirty-Seven Thousand Nine Hundred Thirty Pesos (P1,237,930.00).**

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 NN of 19 November 2025***, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**MR. JOSE LOUIE 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 7 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) |
|---|---|---|---|
| **Procurement of Supply and Delivery of Safety and Emergency Response Equipment "Per Lot" at the Maritime Industry Authority Central Office Building** | | | |
| | **Statement of Compliance ("Comply" or "Not Comply")** | | |

## Specification/Deliverables:

### LOT ONE (LOT 1)

| EMERGENCY FIRST AID AND MEDICAL EQUIPMENT | | | |
|---|---|---|---|
| **UNIT** | **ITEM DESCRIPTION** | **QTY** | **UNIT COST** |
| PCS | **Cervical collar:** Pre-formed collar with tracheotomy opening for extraction and rehabilitation; 4-geared height adjustment mechanism for maximum support of the upper cervical spine; X-ray, MRI, CT penetrable; Polyethylene soft foam lining for easy application and comfort; Large tracheal aperture provides access for airway management and other procedures; One size fits all.<br>*Material: Plastic, Foam*<br>*Features: Four Geared, Adjustable, Neck Support, Stable, Comfortable*<br>*Height: 12.5cm – 17.5cm/4.92"- 6.89",*<br>*Length: 55cm – 59cm/21.65"-23.23"*<br>*(Approx.) 1 x User Manual* | 14 | |
| PCS | **Wheel Chair**<br>*Type: Manual*<br>*Size: 42 inches (107 cm) long, 25 inches (63.5 cm) wide, and 36 inches (91.4 cm) high* | 6 | |
| PCS | **Portable Oxygen tank** (15 lbs) | 14 | |
| PCS | **Flight Case (Polypropylene)**<br>*size: 1200mmx600mmx600mm*<br>*materials: aluminum, plastic, and plywood*<br><br>With the following items (1 each for every flight case): | 14 | |
| PCS | a. Adhesive Tape 1 inch x 3 meters | 14 | |
| PCS | b. 4"x4" (12 ply) sterile gauze pads, 30 pcs. Per box | 14 | |
| PCS | c. Antidiarrheal (Imodium, Pepto-Bismol) for example) 50 tablets/capsules per box | 14 | |
| PCS | d. Antihistamine cream for skin allergy 60 ml. | 14 | |
| PCS | e. Antiseptic agent (anti-bacterial liquid hand soap) for cleaning wounds and hands, 500 ml | 14 | |
| PCS | f. Adhesive bandages (1 ¾ inchx4inch, 1inch x 3inch, ¾ inch x 3inch) 200pcs per box | 14 | |
| PCS | g. Cough medication 500 mg. (50 tablet/capsule per box) | 14 | |
| PCS | h. Disposable latex medical Examination Gloves (small, medium, large) 100 gloves per box | 14 | |
| PCS | i. Insect repellent lotion 100 ml | 14 | |
| PCS | j. Moleskin – to apply to blister of hot spots (assorted sizes) 44 dressing per box | 14 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| PCS | k. Non-adhesive wound pads 3 inch x 4 inch (30 non-stick pads per box) | 14 | | | | |
| PCS | l. Thermometer (Forehead or temporal thermometers with extra batteries) | 14 | | | | |
| PCS | m. Bottled Water (500ml, 12 bottles) | 14 | | | | |
| PCS | n. Medical Scissors (Mayo and bandage scissors) | 14 | | | | |
| PCS | o. Portable Oxygen tank (15lbs) | 14 | | | | |
| PCS | p. Battery-operated blood pressure monitoring device **(for 6 flight cases only)**<br><br>*Accuracy: 0.01 pressure*<br>*Weight: 400 to 600 grams*<br>*Body Material: ABS plastic*<br>*Features: Crackproof*<br>*Display type: LCS*<br>*Battery operated* | 6 | | | | |
| PCS | q. Cotton balls (500 cotton balls per plastic/box) | 14 | | | | |
| PCS | r. Gauze Pad 12 ply of 3"x3"(50 pcs/box) | 14 | | | | |
| PCS | s. Agua Oxigenada 500 ml | 14 | | | | |
| PCS | t. Iodine 500 ml | 14 | | | | |
| | | Subtotal: | 935,330.00 | | | |

## LOT TWO (LOT 2)

| | | | |
|---|---|---|---|
| | **EMERGENCY TOOL EQUIPMENT** | | |
| PCS | Fire Blanket; (1.8mx1.8m) | 14 | |
| PCS | **Flashlight** *(3000 lumens)* Tactical Flashlights Portable Torch Military Grade 5 Modes | 14 | |
| PCS | **Rescue Whistle** (with lanyard)<br>*Type: Dual chamber*<br>*Color: Orange*<br>*Material: Plastic ABS* | 36 | |
| PCS | **Fire Axe**<br>With pick-head axes<br>*Length: 65 cm* | 14 | |
| PCS | **Crowbar**<br>*Shape: Rounded Shape*<br>*Length: 60 cm*<br>*Material: steel* | 14 | |
| PCS | **Spine Board w/ Spider Strap**<br>Dimension: 75.2x18.5x1.2<br>Loading bearing: 350.5 lbs<br>Weight: 17.6 lbs<br>Material: PE Plastic features<br>Foldable Design, High-Strength PE material, 12handholds, and 8 straps | 14 | |
| PCS | **Hard Hat (red)** "Secure Fit", High-Density Polyethelene (HDPE) shell Material, | 43 | |
| PCS | **Hard Hat (orange)** "Secure Fit" high-Density Polyethelene (HDPE) Shell Material | 22 | |
| | Subtotal: | | 302,600.00 |
| | **xxx—nothing follows--xxx** | | |
| | **Total:** | | **1,237,930.00** |

| | **Statement of Compliance ("Comply" or "Not Comply")** |
|---|---|
| **MARINA REQUIREMENTS**<br>*Ex. Warranty, photos of the product, and other end-user requirements*<br><br>1. The items to be supplied are free from defects for a period of one (1) year, reckoned from the day of delivery. 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 | |
| | **Statement of Compliance ("Comply" or "Not Comply")** |
| **Delivery Terms**<br>*(to be determined by the End-User)*<br><br>The delivery goods shall commence in Fifteen to Thirty (15-30) days upon receipt of the Notice to Proceed (NTP) and Purchase Order (PO) | |
| | **Statement of Compliance ("Comply" or "Not Comply")** |
| **Payment Terms**<br>*(Government terms 15-30 CD)*<br><br>1. Send bill arrangement;<br>2. Within twenty (20) calendar days upon receipt of the billing invoice/statement of account;<br>3. Payment shall be made through the list of due and demandable accounts payable with advice debit account (LDDAP-ADA); and<br>4. The supplier shall provide the bank account wherein payment will be credited, preferably the Landbank of the Philippines account; otherwise, bank charges shall be borne by the supplier. | |
| | **Statement of Compliance ("Comply" or "Not Comply")** |
| **Documentary Requirements**<br>*(per RA9184)*<br><br>1. PhilGEPS Registration<br>2. Mayor's Permit/Business Permit<br>3. Income Tax Return<br>4. Notarized Omnibus Sworn Statement<br>a. To attach a duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship).<br>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.*** | |

***FINANCIAL OFFER***

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|---|
| ***Terms of Payment:***<br>*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 :* _____<br>*Account Number :* _____<br>*Account Name (should be the exact account name as registered in the bank):* _____<br>*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 Supply, Delivery and Installation of Split Type Air Conditioning Unit for the Sound Proof Room at the 4th Floor of the MARINA Central Office Building*** | |
|---|---|
| ***Approved Budget for the Contract (ABC)*** | ***Total Offered Quotation*** |
| ***One Million Two Hundred Thirty-Seven Thousand Nine Hundred Thirty Pesos (P1,237,930.00)*** | *In words:* _____<br>*In figures:* _____ |

Signature over Printed Name

_____

Position/Designation

_____

Office Telephone/Fax/Mobile Nos.

_____

Email address/es

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

## TECHNICAL SPECIFICATIONS

| | |
|---|---|
| **Project Description** | Supply and Delivery of Safety and Emergency Response Equipment "Per Lot" at the Maritime Industry Authority Central Office Building |
| **Approved Budget for the Contract** | The Approved Budget for the Contract is **Php 1,237,930.00**, inclusive of all applicable taxes, chargeable against the Fiscal Year 2025 Regular Agency Budget of MARINA Central Office. |

**Specifications/ Deliverables** *(Ex. Size, color, materials used, and other specs requirements)*

| Emergency First Aid and Medical Equipment | | QTY | UNIT |
|---|---|---|---|
| pcs | Cervical collar: Pre-formed collar with tracheotomy opening for extraction and rehabilitation; 4-gear height adjustment mechanism for maximum support of the upper cervical spine; X-ray, MRI, CT penetrable; Polyethylene soft foam lining for easy application and comfort; Large tracheal aperture provides access for airway management and other procedures; One size fits all.<br><br>Material: Plastic, Foam<br>Features: Four Geared, Adjustable, Neck Support, Stable, Comfortable<br>Height: 12.5cm - 17.5cm/4.92" - 6.89", Length: 55cm - 59cm/21.65" - 23.23" (Approx.); 1 x User Manual | 14 | Lot 1 |
| pcs | Wheel Chair<br>Type: Manual<br>Size: 42 inches (107 cm) long, 25 inches (63.5 cm) wide, and 36 inches (91.4 cm) high | 6 | |
| pcs | Portable Oxygen tank (15lbs) | 14 | |
| Pcs | **Flight Case (Polypropylene) – size:1200mmx600mmx600mm materials: aluminum, plastic, and plywood.**<br><br>**With the following items (1 each for every flight case):** | 14 | |
| pcs | a. Adhesive Tape 1 inch x 3 meters | 14 | |
| pcs | b. 4"x4" (12 ply) sterile gauze | 14 | |

| | | |
|---|---|---|
| | pads, 30 pcs. per box | |
| Tablet/capsule | c. Antidiarrheal (Imodium, Pepto-Bismol, for example) 50 tablets/capsules per box | 14 |
| tubes | d. Antihistamine cream for skin allergy 60 ml. | 14 |
| Bottle/tube | e. Antiseptic agent (anti-bacterial liquid hand soap) for cleaning wounds and hands, 500ml | 14 |
| box | f. Adhesive bandages (1 ¾inch x4inch, 1inch x 3inch, 3/4inch x 3 inch) 200pcs per box | 14 |
| Tablet/capsule | g. Cough medication 500 mg. (50 tablet/capsule per box) | 14 |
| Box/size | h. Disposable latex medical Examination Gloves (small, medium, large) 100 gloves per box | 14 |
| Tube/Bottle | i. Insect repellent lotion 100 ml | 14 |
| pcs | j. Moleskin - to apply to blister or hot spots (assorted sizes) 44 dressing per box | 14 |
| pcs | k. Non-adhesive wound pads 3 inch x 4 inch (30 non-stick pads per box) | 14 |
| pcs | l. Thermometer (Forehead or temporal thermometers with extra batteries) | 14 |
| pcs | m. Bottled Water (500ml, 12 bottles) | 14 |
| set | n. Medical Scissors (Mayo and bandage scissors) | 14 |
| pcs | o. Portable Oxygen tank (15lbs) | 14 |
| pcs | p. Battery-operated blood pressure monitoring device (***for 6 flight cases only***)<br><br>Accuracy: 0.01 pressure<br>Weight:400 to 600 grams<br>Body Material: ABS plastic<br>Features: Crackproof<br>Display type: LCD<br>Battery operated | 6 |
| Plastic/box | q. Cotton balls (500 cotton balls per plastic/box) | 14 |
| box | r. Gauze Pad 12 ply of 3"x3" | |

| | | | |
|---|---|---|---|
| | (50 pcs per box) | | |
| bottle | s. Agua Oxigenada 500 ml | 14 | |
| bottle | t. Iodine 500ml | 14 | |
| | | P 935,330.00 | |
| | **EMERGENCY TOOL EQUIPMENT** | | |
| pcs | Fire Blanket; (1.8mx1.8m) | 14 | Lot 2 |
| pcs | Flashlight (3000 lumens) Tactical Flashlights Portable Torch Military Grade 5 Modes | 14 | |
| Pcs | Rescue Whistle (with lanyard)<br>Type: Dual chamber<br>Color: Orange<br>Material: Plastic ABS | 36 | |
| Pcs | Fire Axe<br>With pick-head axes<br>Length: 65 cm | 14 | |
| Pcs | Crowbar<br>Shape: Rounded Shape<br>Length: 60cm<br>Material: steel | 14 | |
| pcs | Spine Board w/ Spider Strap Dimension: 75.2x18.5x1.2<br>Loading bearing: 350.5 lbs<br>Weight: 17.6 lbs<br>Material: PE Plastic features<br>Foldable Design, High-Strength PE material, 12 handholds, and 8 straps | 14 | |
| pcs | Hard Hat (red) "Secure Fit", High-Density Polyethylene (HDPE) shell Material, | 43 | |
| pcs | Hard Hat (orange) "Secure fit" High-Density Polyethylene (HDPE) Shell Material | 22 | |
| | | P 302,600.00 | |
| | **Total** | **P 1,237,930.00** | |

| | |
|---|---|
| **MARINA Requirements** *Ex. Warranty, photos of the product, and other end-user requirements* | 1. The items to be supplied are free from defects for a period of one (1) year, reckoned from the day of delivery. 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. |
| **Delivery Terms** *(to be determined by the End-User)* | The delivery of goods shall commence in Fifteen to Thirty (15-30) days upon receipt of the Notice to Proceed (NTP) and Purchase Order (PO) |
| **Payment Terms** *(Government terms 15-30 CD)* | 1. Send bill arrangement;<br>2. Within twenty (20) calendar days upon receipt of the billing invoice/statement of account;<br>3. Payment shall be made through the list of due and demandable accounts payable with advice debit account (LDDAP-ADA); and<br>4. The supplier shall provide the bank account wherein payment will be credited, preferably the LandBank of the Philippines account; otherwise, bank charges shall be borne by the supplier. |

| | |
|---|---|
| **Documentary Requirements** *(per RA9184)* | 1. PhilGEPS Registration<br>2. Mayor's Permit/ Business Permit<br>3. Income Tax Return<br>4. Notarized Omnibus Sworn Statement<br>a. To attach a duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship).<br>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 for 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