



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 a **SERVICE PROVIDER FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) AND UPGRADING OF THE EARTHQUAKE RECORDING INSTRUMENT (ERI) AT THE MARINA 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 **Seven Hundred Fifty Thousand Pesos (P750,000.00) inclusive of all applicable government charges.**

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 12 December 2025**, subject to the 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.

For clarification, you may contact the BAC Secretariat at **+632 8524-6518** or at 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 align="center">PROCUREMENT OF A SERVICE PROVIDER FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) AND UPGRADING OF THE EARTHQUAKE RECORDING INSTRUMENT (ERI) AT THE MARINA CENTRAL OFFICE BUILDING</p>																																	
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<p>p. The Service Provider and its representative/personnel shall comply with the policies, rules, and regulations concerning safety and security when inside the MARINA building while on maintenance activity;</p> <p>q. The Service Provider shall provide personnel within 24 hrs response time and be required to wear the company uniform and identification card (ID) at all times while in the MARINA premises on maintenance activity;</p> <p>r. The Service Provider shall closely coordinate with the GSD-Building Maintenance as the end-user authorized representative during maintenance activity and shall provide a detailed/accomplishment report with recommendations; and</p> <p>s. Maintenance records shall include repair work performed, preventive maintenance activity, spare parts utilized, and any modifications to the equipment, whether charges to MARINA or not, and for emergency services.</p>			
<p>OTHER END-USER REQUIREMENTS <i>(Ex. Warranty, photos of the product, and other end-user requirements)</i></p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>		
<p>OTHER CONDITIONS</p> <p>b. The Service Provider and its personnel/representative shall comply with the policies, rules, and regulations concerning safety and security when inside the MARINA building while on maintenance activity;</p> <p>c. The Service Provider shall provide a well-equipped/trained, and dedicated team to ensure that request for support is addressed in a professional and timely manner; and</p> <p>d. The Service Provider shall conduct training and issue the corresponding training certificate to MARINA personnel.</p>			
<p>MARINA REQUIREMENTS</p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>		
<p>Prospective bidders shall acquire/submit the following requirements/documents together with the quotation:</p> <p>a) The company has a minimum of two (2) years of experience in the ERI maintenance and repair industry. (Photocopy of the contract entered into by and between the bidder and previous or existing client to be submitted to MARINA);</p> <p>b) Service Provider must submit one (1) Client Satisfaction Rating as proof of satisfactorily providing a similar service with another government agency or private entity within one (1) year preceding the submission of the quotation. (Certification on</p>			

<p>Satisfaction Rating issued by a previous or existing client to be submission to MARINA);</p> <p>c) The Service Provider must submit a photocopy of the Authorization of Certification to install and have access to spare parts of the existing brand; and</p> <p>d) The Service Provider shall have a physical office/branch in Metro Manila and an available line of communication.</p>	
<p>WARRANTY</p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>
<p>The Service Provider shall guarantee that the work done and the supplied materials are free from defects for a period of one (1) year, reckoned from the date of project turnover. 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</p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>
<p>The CPMRS Agreement will be for FOUR consecutive quarters, effective upon receipt of the Notice to Proceed.</p> <p>Extension Clause- Except to the extent as otherwise provided in the contract, and subject to the provisions of Republic Act (RA) 9184 and its 2016 Implementing Rules and Regulations (IRR). The parties shall extend the contract on a quarterly 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 (<i>Government Terms 15-30 CD</i>)</p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>
<ol style="list-style-type: none"> 1. Send bill arrangement; 2. Periodic Service Reports on the Preventive Maintenance of the ERI, complete with findings, recommendations, parts, and equipment repaired or replaced, duly signed by a MARINA authorized representative; and 3. Within twenty to thirty (20-30) calendar days upon receipt of the billing invoice/statement of account; 4. Payment shall be made through the list of due and demandable accounts payable with advice debit account (LDDAP-ADA); and 5. The Service Provider shall provide the bank account wherein payment will be credited, preferably to the 	

LandBank of the Philippines account; otherwise, bank charger shall be borne by the Service Provider.	
DOCUMENTARY REQUIREMENTS	Statement of Compliance ("Comply" or "Not Comply")
1. PhilGEPS Registration Number;	
2. Mayor's Permit/Business Permit	
3. Income Tax Return	
4. 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

<p><u>Terms of Payment:</u></p> <p><i>Within Fifteen to Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA.</i></p>
<p><u>Payment Details:</u></p> <p><i>Banking Institution :</i> _____</p> <p><i>Account Number :</i> _____</p> <p><i>Account Name</i> <i>(should be the exact account name as registered in the bank):</i> _____</p> <p><i>Bank Branch :</i> _____</p>

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 COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) AND UPGRADING OF THE EARTHQUAKE RECORDING INSTRUMENT (ERI) AT THE MARINA CENTRAL OFFICE BUILDING

Approved Budget for the Contract (ABC)	Total Offered Quotation
<p align="center">Seven Hundred Fifty Thousand Pesos (P750,000.00)</p>	<p align="center"><i>In words:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p align="center"><i>In figures:</i></p> <p>_____</p> <p>_____</p>

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	Procurement of a Service Provider for the Comprehensive Preventive Maintenance and Repair Service (CPMRS) and Upgrading of the Earthquake Recording Instrument (ERI) at the MARINA Central Office Building																																																					
Approved Budget for the Contract	The Approved Budget for the Contract is Seven Hundred Fifty Thousand Pesos (Php 750,000.00), inclusive of all applicable taxes, chargeable against the Fiscal Year 2025 of MARINA Central Office.																																																					
Specifications / Deliverables (Ex. Size, color, materials used, and other specs requirements)	<p>a. The Service Provider shall be required to conduct four consecutive quarters of preventive maintenance and repair service and upgrading of the ERI installed in the MARINA Central Office Building;</p> <p>b. The Service Provider shall conduct the Seismic Accelerograph System upgrade.</p>																																																					
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- i. Replacement of parts (if any) will be chargeable to the Service Provider;
- j. The Service Provider shall ensure that the entire seismic monitoring system is fully functional;
- k. The Service Provider shall install an updated version of the Instrument Manager in the existing desktop monitoring computer, seismic sensor, and tunnel device;
- l. The Service Provider shall supply standby technicians, tools, gadgets, components, and equipment necessary to carry out its duties and responsibilities;
- m. The Service Provider shall ensure timely delivery and installation, and sufficient access to spare parts for the repair of the ERI.
- n. The Service Provider shall respond immediately or within twenty-four (24) hours without additional charge to MARINA's report of any ERI malfunction and inoperability;
- o. The Service Provider or the MARINA will not allow any third party to do any repair work or replace any part or component of the subject equipment without the written consent/approval of both parties;
- p. The Service Provider and its representative/personnel shall comply with the policies, rules, and regulations concerning safety and security when inside the MARINA building while on maintenance activity;
- q. The Service Provider shall provide personnel within 24 hrs response time and be required to wear the company uniform and Identification Card (ID) at all times while in the MARINA premises on maintenance activity;
- r. The Service Provider shall closely coordinate with the GSD-Building Maintenance as the end-user authorized representative during maintenance activity and shall provide a detailed/accomplishment report with recommendations; and
- s. Maintenance records shall include repair work performed, preventive maintenance activity, spare parts utilized, and any modifications to the equipment, whether charges to MARINA or not, and for emergency services.

Other End-User Requirements
Ex. Warranty, photos of the product, and other end-user requirements

OTHER CONDITIONS

- a. The Service Provider and its personnel/representative shall comply with the policies, rules, and regulations concerning safety and security when inside the MARINA building while on maintenance activity;
- b. The Service Provider shall provide a well-equipped/trained, and dedicated team to ensure that request for support is addressed in a professional and timely manner; and
- c. The Service Provider shall conduct training and issue the corresponding training certificate to MARINA personnel.

MARINA REQUIREMENTS

Prospective bidders shall acquire/submit the following requirements/documents together with the quotation:

- a. The company has a minimum of two (2) years of experience in the ERI maintenance and repair industry. (Photocopy of the contract entered into by and between the bidder and previous or existing client to be submitted to MARINA)
- b. Service Provider must submit one (1) Client Satisfaction Rating as proof of satisfactorily providing a similar service with another government agency or private entity within one (1) year preceding the submission of the quotation. (Certification on Satisfaction Rating issued by a previous or existing client to be submitted to MARINA);
- c. The Service Provider must submit a photocopy of the Authorization or Certification to install and have access to spare parts of the existing brand.
- d. The Service Provider shall have a physical office/branch in Metro Manila and an available line of communication.

WARRANTY

The Service Provider shall guarantee that the work done and the supplied materials are free from defects for a period of one (1) year, reckoned from the date of project turnover. 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/ Service Schedule

(to be determined by the End-User)

The CPMRS Agreement will be for four consecutive quarters, effective upon receipt of the Notice to Proceed.

Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provisions of Republic Act (RA) 9184 and its 2016 Implementing Rules and Regulations (IRR). The parties shall extend the contract on a quarterly 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.

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.

Payment Terms

(Government terms 15-30 CD)

1. Send bill arrangement;
2. Periodic Service Reports on the Preventive Maintenance of the ERI, complete with findings, recommendations, parts, and equipment repaired or replaced, duly signed by a MARINA authorized representative.
3. Within twenty to thirty (20-30) calendar days upon receipt of the billing invoice/statement of account;

	<ol style="list-style-type: none"> 4. Payment shall be made through the list of due and demandable accounts payable with advice debit account (LDDAP-ADA); and 5. The Service Provider shall provide the bank account wherein payment will be credited, preferably to the LandBank of the Philippines account; otherwise, bank charges shall be borne by the Service Provider.
<p>Documentary Requirements <i>(per RA9184)</i></p>	<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 a duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship). b. To attach a 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 Service Providers must comply with all of the above requirements to become eligible for the said procurement project.</p>	

Prepared by:



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Approved by:



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