



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 THE CONDUCT OF THE MARINA GENERAL ASSEMBLY 2025 ON 18 DECEMBER 2025**, pursuant to Section 34 (Small Value Procurement) of the Implementing Rules and Regulations of Republic Act No. 12009, otherwise known as the New Government Procurement Act. The Approved Budget for the Contract (ABC) is **Three Hundred Thirty-Seven Thousand Five Hundred Pesos (P337,500.00), 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 15 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)** 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 align="center">ENGAGEMENT OF CATERING SERVICES FOR THE CONDUCT OF MARINA GENERAL ASSEMBLY 2025 IN 18 DECEMBER 2025</p>			
Specifications/Deliverables:			
<p>SCOPE OF THE PROJECT:</p> <p>The project included the provision for meals with drinks (dinner) sufficient for four hundred fifty (450) participants. The venue of the project is within the vicinity of MARINA Central Office Building, and shall be procured through Small Value Procurement.</p>	<p align="center">Statement of Compliance ("Comply" or "Not Comply")</p>		
<p>DETAILED SPECIFICATIONS:</p> <p>Buffet, dinner, at least 3 viands (meat, fish or seafood), rice, dessert, juice/soda and drinking water for 450 pax.</p>	<p align="center">Statement of Compliance ("Comply" or "Not Comply")</p>		
<p>MANPOWER REQUIREMENTS:</p> <p>The winning service provider must deploy sufficient number of staff/waiters for the set up and service of meals during the whole duration of the activity.</p>	<p align="center">Statement of Compliance ("Comply" or "Not Comply")</p>		
<p>CLEAR STATEMENT OF THE REQUIRED STANDARDS OF WORKMANSHIP, MATERIALS, AND PERFORMANCE OF THE GOODS AND SERVICES TO BE PROCURED:</p> <p>The winning service provider must provide complete catering equipment, buffet table setup, and dinner wares including packing materials in case the participant would like to have their meals packed.</p> <p>Dinner should be ready by 7:00 PM. Tables must be set-up keeping in mind the social distancing requirement.</p>	<p align="center">Statement of Compliance ("Comply" or "Not Comply")</p>		
<p>SCHEDULE AND PLACE OF DELIVERY:</p> <p>The winning service provider must supply and deliver the services needed to MARINA Central Office Building on 18 December 2025 after the receipt of Notice to Proceed (NTP) and approved Contract.</p>	<p align="center">Statement of Compliance ("Comply" or "Not Comply")</p>		

<p>TERMS OF PAYMENT:</p> <p>Payment shall be made within fifteen (15) working days and upon submission of the following documents for payment processing (e.g., delivery receipt, sales invoice, original billing statement, and other documents required in this technical specifications).</p>	<p>Statement of Compliance (“Comply” or “Not Comply”)</p>
<p>DOCUMENTARY REQUIREMENTS:</p>	<p>Statement of Compliance (“Comply” or “Not Comply”)</p>
<p>1. PhilGEPS Registration Number;</p>	
<p>2. Mayor’s Permit/Business Permit</p>	
<p>3. Omnibus Sworn Statement.</p> <p>3.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or</p> <p>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.</p>	
<p><i>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</i></p>	

FINANCIAL OFFER

Terms of Payment:

Within Fifteen to Thirty (15-30) 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.

**ENGAGEMENT OF CATERING SERVICES FOR THE CONDUCT OF MARINA GENERAL ASSEMBLY
2025 IN 18 DECEMBER 2025**

	Total Offered Quotation
Approved Budget for the Contract (ABC) is Three Hundred Thirty-Seven Thousand Five Hundred Pesos (₱337,500.00)	<i>In words:</i> _____ _____
	<i>In figures:</i> _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



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TECHNICAL SPECIFICATIONS

Project Description	Engagement of Catering Services for the Conduct of MARINA General Assembly 2025 on 18 December 2025
Approved Budget of the Contract	The Approved Budget for the Contract is Three Hundred Thirty-Seven Thousand Five Hundred Pesos Only (P337,500.00) inclusive of all applicable taxes.
Scope of the Project	The project includes the provision for meals with drinks (dinner) sufficient for four hundred fifty (450) participants . The venue of the project is within the vicinity of MARINA Central Office Building, and shall be procured through Small Value Procurement
Detailed Specifications	Buffet dinner, at least 3 viands (meat, fish or seafood), rice, dessert, juice/soda and drinking water for 450 pax
Manpower Requirements	The winning service provider must deploy sufficient number of staff/waiters for the set up and serving of meals during the whole duration of the activity.
Clear statement of the required standards of workmanship, materials and performance of the goods and services to be procured	<p>The winning service provider must provide complete catering equipment, buffet table set up, and dinner wares including packing materials in case the participant would like to have their meals packed.</p> <p>Dinner should be ready by 7:00 PM. Tables must be set-up keeping in mind the social distancing requirement</p>
Schedule and place of delivery	The winning service provider must supply and deliver the services needed to MARINA Central Office Building, on 18 December 2025 after the receipt of Notice to Proceed (NTP) and approved Contract.
Terms of Payment	Payment shall be made within fifteen (15) working days and upon submission of the following documents for payment processing (e.g., delivery receipt, sales invoice, original billing statement, and other documents required in this technical specifications).
Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.	

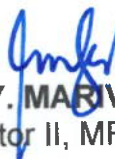
End-user/Representative:

Prepared by:



MELLANIE T. BALIN
Chief Administrative Officer

Noted by:



ATTY. MARIVIC S. RAMOS
Director II, MFAS