



## **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), invites interested suppliers to submit quotation for the **PROVISION OF TRANSPORTATION SERVICES FOR THE VISIT OF THE INTERNATIONAL MARITIME ORGANIZATIONS (IMO) SECRETARY-GENERAL H.E. ARSENIO DOMINGUEZ AND FOREIGN DELEGATES FOR THE REGIONAL FORUM**, pursuant to 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 Thousand Pesos (P600,000.00) inclusive of all applicable taxes and any other 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 **04** February 2026, 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, 10<sup>th</sup> Floor MARINA Building,  
Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

Telephone No.: **+632) 8524-6518**

Email: [bacsec@marina.gov.ph](mailto: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
- c. Valid Income/Business Tax Return (ITR)

The Supplier/ Service Provider with the Single/Lowest Calculated Quotation shall submit its Omnibus Sworn Statement GPPB – Prescribed forms 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 any clarification, you may contact the BAC Secretariat at **(+632) 8524-6518** or email address at [bacsec@marina.gov.ph](mailto: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](mailto: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><b>PROVISION OF TRANSPORTATION SERVICES FOR THE VISIT OF THE INTERNATIONAL MARITIME ORGANIZATIONS (IMO) SECRETARY-GENERAL H.E. ARSENIO DOMINGUEZ AND FOREIGN DELEGATES FOR THE REGIONAL FORUM</b></p> <p><b>Specifications/Deliverables:</b></p> <table border="1" data-bbox="161 658 900 2022"> <thead> <tr> <th colspan="2" data-bbox="161 658 900 725"><b>Event Overview</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="161 725 387 893">Host</td> <td data-bbox="387 725 900 893">The Republic of the Philippines through the Maritime Industry Authority (MARINA)</td> </tr> <tr> <td data-bbox="161 893 387 960">Main Venue</td> <td data-bbox="387 893 900 960">Metro Manila Area</td> </tr> <tr> <td data-bbox="161 960 387 1095">Technical Visit</td> <td data-bbox="387 960 900 1095">Cavite and Laguna Area 18 February 2026</td> </tr> <tr> <td data-bbox="161 1095 387 1211">Main Arrival Date</td> <td data-bbox="387 1095 900 1211">16 – 17 February 2026</td> </tr> <tr> <td data-bbox="161 1211 387 1279">Summit Proper</td> <td data-bbox="387 1211 900 1279">17 – 19 February 2026</td> </tr> <tr> <td data-bbox="161 1279 387 1395">Departure Date</td> <td data-bbox="387 1279 900 1395">19 – 20 February 2026</td> </tr> <tr> <td data-bbox="161 1395 387 2022">Profile of Delegates</td> <td data-bbox="387 1395 900 2022">International Maritime Organization (IMO) Secretary-General, Bangladesh, Brunei Darussalam, Cambodia, China, Democratic People's Republic of Korea, Hong Kong-China, India, Indonesia, Islamic Republic of Iran, Japan, Macao-China, Malaysia, Maldives, Mongolia, Nepal, Pakistan, Philippines, Republic of Korea, Singapore, Sri Lanka, Thailand, Timor-Leste, and Vietnam</td> </tr> </tbody> </table>	<b>Event Overview</b>		Host	The Republic of the Philippines through the Maritime Industry Authority (MARINA)	Main Venue	Metro Manila Area	Technical Visit	Cavite and Laguna Area 18 February 2026	Main Arrival Date	16 – 17 February 2026	Summit Proper	17 – 19 February 2026	Departure Date	19 – 20 February 2026	Profile of Delegates	International Maritime Organization (IMO) Secretary-General, Bangladesh, Brunei Darussalam, Cambodia, China, Democratic People's Republic of Korea, Hong Kong-China, India, Indonesia, Islamic Republic of Iran, Japan, Macao-China, Malaysia, Maldives, Mongolia, Nepal, Pakistan, Philippines, Republic of Korea, Singapore, Sri Lanka, Thailand, Timor-Leste, and Vietnam			
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<p><b>Scope of Services:</b></p> <p>The Service Provider shall deliver the following services:</p> <ul style="list-style-type: none"> <li>a. Rate offers shall cover the required date/s and time only, and shall be inclusive of VAT, driver’s meals, fuel costs, toll fees parking fees and all applicable taxes and charges;</li> <li>b. Additional charges beyond the minimum daily service hours, if any, should also be clearly indicated, in the proposal;</li> <li>c. All vehicle units shall be assigned with drivers in proper uniforms with nameplates/IDs;</li> <li>d. Assign professional and courteous drivers with knowledge of Metro Manila’s routes and traffic conditions;</li> <li>e. Ensure availability of back -up drivers for unforeseen circumstances;</li> <li>f. Submit drivers’ profile at least three (3) days prior to the event.</li> <li>g. Provide replacement vehicles on a “best effort basis” in cases of Unified Vehicle Reduction Scheme (UVRS) restrictions, accidents or mechanical breakdowns, ensuring the same vehicle class and same carrying capacity;</li> <li>h. Vehicles must be covered by Comprehensive Insurance Coverage (CIC), Third Party Liability (TPL), Bodily Injury (BI) and Auto Passenger Insurance Coverage (APIC);</li> <li>i. Availability of a 24-hour emergency action team to address any road/traffic emergency incidents including accidents and breakdowns;</li> </ul>			

- j. All vans, sedans and shuttle buses must be fully air-conditioned; and in good operating condition;
- k. Designate a dedicated coordinator from 16 February to 20 February 2026; and
- l. Provision of the following vehicle units:

<b>Description</b>	<b>Date</b>	<b>Area</b>
Five (5) units of SUVs with at least seven (7) seating capacity each, model year 2022 or later	16 – 20 February 2026  Assign two (2) SUV on 17 or 18 February 2026	Metro Manila  Cavite
Two (2) shuttle buses with at least 30 seating capacity	18 February 2026	Cavite and Laguna
One (1) special VIP vehicle to be assigned exclusively to the IMO Secretary - General	16–20 February 2026  17 or 18 February 2026	Metro Manila and  Cavite

<p><b>PAYMENT TERMS:</b> <i>(Government terms 15-30 CD)</i></p>	<p>Within Fifteen – Thirty (15-30) calendar days calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA</p>
<p><b>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</b></p>	

**FINANCIAL OFFER**

<p><b><u>Terms of Payment:</u></b></p> <p><i>Within Fifteen-thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA</i></p>
<p><b><u>Payment Details:</u></b></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.*

**PROVISION OF TRANSPORTATION SERVICES FOR THE VISIT OF THE INTERNATIONAL MARITIME ORGANIZATIONS (IMO) SECRETARY-GENERAL H.E. ARSENIO DOMINGUEZ AND FOREIGN DELEGATES FOR THE REGIONAL FORUM**

Approved Budget for the Contract (ABC)	Total Offered Quotation
<p align="center"><b>Six Hundred Thousand Pesos (P600,000.00) inclusive of all applicable taxes and any other fees.</b></p>	<p align="center">In words:</p> <p>_____</p> <p>_____</p> <p align="center">In figures:</p> <p>_____</p> <p>_____</p>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es