



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

RFQ No.: PD-2026-008

Company/Business Name: _____

Address: _____

Business/Mayors Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The Maritime Industry Authority (MARINA) through its Bids and Awards Committee (BAC), intends to procure the project for **REFURBISHMENT AND RENOVATION OF THE INTERNATIONAL MARITIME ORGANIZATION (IMO) REGIONAL PRESENCE OFFICE EAST ASIA (RPO EAST ASIA)** with an **Approved Budget for the Contract amounting to One Million Nine Hundred Sixty-Five Thousand Pesos (PhP1,965,000.00)**, through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009 or The New Government Procurement Act.

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 MAY 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Mr. JOSE LOUIE B. BANUA

Chairperson, Bids and Awards Committee

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 along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Valid Mayor's/Business Permit**
- b. **PhilGEPS Registration Number**
- c. **Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf
- d. **Income/Business Tax Return**

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 in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at telephone no. (+632) 8524-6518 or email address at bacsec@marina.gov.ph.

By the Authority of the Bids and Awards Committee:



MELLANIE T. BALIN

Head, Bids and Award Committee Secretariat

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (3) Do not alter the contents of this form in any way.
- (4) 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.

- (5) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (6) Quotations may be submitted through electronic mail at bacsec@marina.gov.ph
- (7) 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. Failure to follow these instructions will disqualify your entire quotation.

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 deadline 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.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the 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. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects 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:

REFURBISHMENT AND RENOVATION OF THE INTERNATIONAL MARITIME ORGANIZATION (IMO) REGIONAL PRESENCE OFFICE EAST ASIA (RPO EAST ASIA)			
Minimum Technical Specification	Quantity	Offered Technical Specifications	Statement of Compliance ("Comply" of "Not Comply")
SPECIFICATIONS/DELIVERABLES			
Refurbishment and renovation of the IMO Regional Coordinator's Office on the 7 th Floor, First Maritime Place, 7458 Bagtikan Street, San Antonio Village, Makati City, 1205 with the following			

<p>specifications:</p> <p>A. General works</p> <ol style="list-style-type: none"> 1. Refurbishment of the following: <ol style="list-style-type: none"> 1.1. Walls and Doors (repainting) 1.2. Ceiling boards and frames 1.3. Existing office partitions 1.4. Electrical works 2. Relocation of internet and telephone lines 3. Mobilization/Demobilization/General Expenses/Consumables 4. Replacement of office furniture and fixtures: <ol style="list-style-type: none"> 4.1. Office of the Regional Coordinator <ol style="list-style-type: none"> 4.1.1 Table/workstation 4.1.2 Office chair 4.1.3 Small conference table with chairs, 4.1.4 Cabinets, bookshelves, and other storage spaces 4.2 Staff office area to accommodate 4 personnel and a common work area <ol style="list-style-type: none"> 4.2.1 Table/workstation 4.2.2 Office chair 4.2.3 Cabinets, bookshelves, and other storage spaces 4.3 Filing Area <ol style="list-style-type: none"> 4.3.1 Cabinets and wall-to-wall bookshelves 4.4 Receiving Area <ol style="list-style-type: none"> 4.4.1 Wall-to-wall bookshelves 4.4.2 Guest table and chairs 4.4.3 Two one-seater leatherette lounge sofas with a Coffee table <p>B. Provision of PPEs and Project Requirements</p> <p>C. Appointment of Supervisor / Safety Officer</p> <p>D. Documentary requirements for the winning bidder:</p> <ol style="list-style-type: none"> 1. Complete company profile of the winning bidder 2. Renovation plans signed and sealed + rendering 3. A-built plans signed and sealed + rendering 4. Gantt Chart 5. Renovation permits from Makati City OBO, include locational clearance 6. Barangay Permit 7. Workers' names and addresses 			
<p>GUIDELINES, TECHNICAL REQUIREMENTS, AND HOUSE RULES FOR RENOVATION</p>	<p align="center">Statement of Compliance ("Comply" of "Not Comply")</p>		
<p>For Safety and Security</p>			

- Submit workers' names and list in advance with:
 - Company IDs
 - Change of workers must be informed in advance
- Those with coughs, cold, flu/fever, sore throat and NOT feeling well must NOT be allowed to report for work.
- Those who forget to bring their IDs will not be allowed to work
- Wear proper work uniform from the tops, bottoms, and wear safety shoes.
- Install blue sacks to separate work area from walkaway.
- Install dust collector and exhaust system to prevent dust circulation.
- Workers must place wet and dry floor mats.
(This is where they wiped off the dust on their shoes, to avoid dust and dirty footmarks. Dust on tile is slippery and may cause accidents.)
- All tools and other paraphernalia shall be listed with the guards. All withdrawals/removal of such shall also be listed. Thus, all tools shall be the responsibility of the workers' upkeep.
- Carrying or manual transport of materials, likes of metal, boards and other huge objects that may cause injury, shall only be done when carrying is by 2 persons to avoid blind spots. Materials delivery shall be done after office hours, from 9 PM to 4 AM. Work time is only 9PM to 4AM. One Hour cleaning is required from 4AM to 5AM. At 5AM, all workers must exit the building assisted by the guards. Admin will assign a person to monitor their works.
- Use of the elevator is for small items; larger items will be through stairs. Damages on the walls and other premises will be charged to the contractor. Security will operate the elevator
- Contractor will assign a safety Officer on site for the whole duration of the project. Project Engineer should also be present for the whole duration of the project.
- Welding works shall be accompanied by a Hot Works Permit from BFP and Building Administration. Welding jobs shall comply with the requirements of the Fore Code Protocol on hot works.
- Workers' entry and exit shall be from the rear side of the building. (through Kamagong parking). Contractors can park their vehicles at the kamagong parking.
- Contractor shall ensure that the FDAS Smoke Detectors are covered. This is to avoid false alarms within the work area.
- Welding and grinding metals cause sparks. Contractors should place 2-10 lbs. HCFC 123 Firex in the work area.
- Contractors shall remove debris every other day and not allow cluttering.
- Use of jack hammer is not allowed. For chiseling work, please do manual concrete chisel or improvised concrete

<p>nail chisel.</p> <ul style="list-style-type: none"> • Contractor will ensure that first aid kits are available for injured personnel. • Other house rules that may be imposed during the progress of work • PTC Security will designate where workers can take their lunch, siesta breaks, and smoking area is allowed only at Kamagong Parking. Vaping is prohibited • PTC will designate which toilet the workers can use. Clean as you go is a must. Cleaning of tools, concrete sludge and paint brushes are NOT allowed in the toilets nor in pantries; contractors will be charged for de-clogging procedures. • The air-con system filters on the affected shall be cleaned regularly. This is to prevent disruption of AC operations to be done by the admin personnel • PTC shall physically assign security personnel to be watchful of the site for any untoward incident. Physical and CCTV monitoring is 24 hours. • Other house rules that may be imposed during the progress of work. • Other OSH (RA 11058) working guidelines that may apply. <p>Materials Specifications</p> <p>Contractor should submit complete technical drawings and floor plans for review and approval. Details will be discussed and written on the submitted plans.</p> <p>A meeting will be set for the details and information about regular engineering standards for the following items.</p> <p>Other construction restrictions will also be discussed depending and in reference to the submitted technical plans.</p> <ol style="list-style-type: none"> 1. For Civil Works 2. For Mechanical Works 3. For Electrical Works 4. For Plumbing/Sanitary Works 5. For fire-Pro Works 6. For FDAS Works 7. For Auxiliary Works, internet, telephone, sound system, paging system 8. And Others. <p>Recommended Layouts</p> <p>Submit technical drawings and plans for review and approval.</p>	
<p>DELIVERY TERMS</p>	<p>Statement of Compliance ("Comply" of "Not Comply")</p>

<p>The Terms of the agreement will cover the refurbishment and renovation of the IMO RPO East Asia, and its components must be included in forty-five (45) days, reckoned from the receipt of Notice to Proceed (NTP).</p>	
<p>PAYMENT TERMS</p>	<p>Statement of Compliance ("Comply" of "Not Comply")</p>
<ol style="list-style-type: none"> 1. Send bill arrangement; 2. Within twenty (20) calendar days upon receipt of billing invoice/statement of account; 3. Payment shall be made through the list of due and demandable accounts payable with advice debit account (LDDAP-ADA); and 4. The supplier shall provide the bank account wherein payment will be credited preferably LandBank of the Philippines account, otherwise, bank charges shall be born by the supplier/service provider 	

Note: Prospective Service Provider must comply with all of the above requirements to become eligible with the said procurement project

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name : _____

Branch : _____

FINANCIAL OFFER:

Please quote your **best for** the item below. **The information stated below shall be the basis for the evaluation and calculation of your total quotation and does not reflect the guaranteed price.**

REFURBISHMENT AND RENOVATION OF THE INTERNATIONAL MARITIME ORGANIZATION (IMO) REGIONAL PRESENCE OFFICE EAST ASIA (RPO EAST ASIA)	
Approved Budget for the Contract (ABC)	Total Offered Quotation
One Million Nine Hundred Sixty-Five Thousand Pesos (PhP1,965,000.00)	<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	REFURBISHMENT AND RENOVATION OF THE INTERNATIONAL MARITIME ORGANIZATION (IMO) REGIONAL PRESENCE OFFICE EAST ASIA (RPO EAST ASIA)
Approved Budget for the Contract	The Approved Budget for the Contract ONE MILLION NINE HUNDRED SIXTY-FIVE THOUSAND PESOS (P1,965,000.00) inclusive of all applicable taxes and charges; chargeable against the Fiscal Year 2026 Regular Agency Budget of MARINA Central Office;
Specifications/Deliverables <i>(Ex. Size, color, materials used, and other specs requirements)</i> Please see attached Annex "A"	Refurbishment and renovation of the IMO Regional Coordinator's Office on the 7th Floor, First Maritime Place, 7458 Bagtikan Street, San Antonio Village, Makati City, 1205, with the following specifications: A. General works 1. Refurbishment of the following: 1.1. Walls and Doors (repainting) 1.2. Ceiling boards and frames 1.3. Existing office partitions 1.4. Electrical works 2. Relocation of internet and telephone lines 3. Mobilization/Demobilization/General Expenses/Consumables 4. Replacement of office furniture and fixtures: 4.1. Office of the Regional Coordinator 4.1.1 Table/workstation 4.1.2 Office chair 4.1.3 Small conference table with chairs, 4.1.4 Cabinets, bookshelves, and other storage spaces 4.2 Staff office area to accommodate 4 personnel and a common work area 4.2.1 Table/workstation 4.2.2 Office chair 4.2.3 Cabinets, bookshelves, and other storage spaces 4.3 Filing Area 4.3.1 Cabinets and wall-to-wall bookshelves 4.4 Receiving Area 4.4.1 Wall-to-wall bookshelves 4.4.2 Guest table and chairs 4.4.3 Two one-seater leatherette lounge sofas with a coffee table

	<p>B. Provision of PPEs & Project Requirements</p> <p>C. Appointment of Supervisor / Safety Officer</p> <p>D. Documentary requirements for the winning bidder:</p> <ol style="list-style-type: none"> 1. Complete company profile of the winning bidder 2. Renovation plans signed and sealed + rendering 3. A-built plans signed and sealed + rendering 4. Gantt Chart 5. Renovation permits from Makati City OBO, include locational clearance 6. Barangay Permit 7. Workers' names and addresses
<p>Delivery Terms (to be determined by the End-User)</p>	<p>The terms of the agreement will cover the refurbishment and renovation of the IMO RPO East Asia, and its components must be concluded in forty-five (45) days, reckoned from the receipt of Notice to Proceed (NTP).</p>
<p>Payment Terms (Government terms 15-30 CD)</p>	<ol style="list-style-type: none"> a. Send Bill Arrangement b. Within twenty (20) calendar days upon receipt of the billing invoice/Statement of Account c. Payment shall be made through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA) d. 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/service provider
<p>Documentary Requirements (per RA9184)</p>	<ol style="list-style-type: none"> 1. PhilGEPS Registration 2. Mayor's Permit/ Business Permit 3. Income/ Business Tax Return (For Lease of Venue) 4. PCAB License
<p>Note: Prospective suppliers must comply with all of the above requirements to become eligible for the said procurement project.</p>	

End-user/Representative:


ENGR. RAMON C. HERNANDEZ
 Director II
 Overseas Shipping Service

RCH/KGL/MCO