



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**REQUEST FOR QUOTATION**

DATE: \_\_\_\_\_

RFQ No.: PD-2026-009

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 a **EMERGENCY PROCUREMENT OF SERVICE PROVIDER FOR THE COMPREHENSIVE REPAIR, PULL-OUT AND RE-INSTALLATION OF THE FAÇADE LOGO AND LETTER SIGNAGE OF MARINA CENTRAL OFFICE** with an **Approved Budget for the Contract amounting to Two Hundred Seventy Thousand Pesos (Php270,000.00)**, 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](mailto: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](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](mailto: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](mailto: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:

<b>EMERGENCY PROCUREMENT OF SERVICE PROVIDER FOR THE COMPREHENSIVE REPAIR, PULL-OUT AND RE-INSTALLATION OF THE FAÇADE LOGO AND LETTER SIGNAGE OF MARINA CENTRAL OFFICE</b>			
<b>Minimum Technical Specification</b>	<b>Quantity</b>	<b>Offered Technical Specifications</b>	<b>Statement of Compliance</b> ("Comply" or "Not Comply")
<b>SPECIFICATIONS/DELIVERABLES</b>			
The service provide shall perform the following activities: a) Conduct a full inspection and assessment of the MARINA façade logo and letter signages installed on the 4 <sup>th</sup> floor façade facing 21 <sup>st</sup> Street and Railroad Street, including			

the mounting frame, brackets, anchor bolts, and other structural support components.

- b) Perform the safe pull-out and dismantling of the detached and remaining façade logo and letter signages, including any defective or weakened mounting assemblies.
- c) Undertake the necessary repair, restoration, reinforcement, and reconditioning of the existing logo and letter signage components to ensure structural stability and proper alignment prior to reinstallation.
- d) Replace or reinforce damaged brackets, anchor bolts, mounting frames, and other structural components as necessary to ensure that the signage system is securely installed and capable of withstanding normal environmental conditions.
- e) Ensure that all works are carried out in accordance with standards engineering practices, safety protocols, and applicable occupational safety standards, particularly those relating to work at height.
- f) Properly handle, protect, transport, and reinstall the detached MARINA logo to avoid any further damage during the repair and re-installation process.
- g) Secure any necessary permits, clearances, or coordination requirements related to the conduct of the repair and installation works, at no additional cost to MARINA.
- h) Provide all necessary manpower, tools, materials, and access equipment, including but not limited to scaffolding, lifting equipment safety harness, and other devices required to safely access elevated work. (See attached photo on the attached technical specifications)
- i) Submit a completion and accomplishment report upon project completion, including documentation of the works undertaken and materials used.

### **Technical Requirement**

Repair, Restoration, Pull-out, and Re-installation of MARINA Façade Logo and Letter Signage

Quantity: 1 Lot (Lump Sum)

Cost: Php270,000.00

**OTHER CONDITIONS**

- All items supplied or used for the repair and maintenance must be compatible with the existing signage and mounting structure.
- The service provider shall coordinate all activities with the MFAS-General Service Division, Building Maintenance Section, for approval of materials, procedures, and work schedule, within five (5) working days upon issuance of Notice to Proceed (NTP).
- All personnel shall use proper Personal Protective Equipment (PPE) and comply with applicable safety standards, including work-at-height protocols.
- The service provider shall maintain cleanliness of the work area and ensure proper disposal of debris during and after completion of the project.
- Any damaged caused to the building façade, adjacent structures, or surrounding areas during the conduct of the works shall be immediately repaired or restored by the Service Provider at no additional cost to MARINA.
- The service provider shall ensure that the repaired and reinstalled MARINA façade logo and letter signage are structurally stable, securely mounted, and capable of withstanding normal environmental and weather conditions.
- In the event of loosening, detachment, structural instability, or installation failure arising from defective workmanship, improper installation, or substandard materials within three (3) years from project acceptance, the Service Provider shall undertake the necessary corrective repair or reinstallation at no additional cost to MARINA.
- The Service Provider shall likewise be responsible for any damage to the building façade, adjacent structures, or property, and for any injury to persons resulting from defective installation, poor workmanship, or use of substandard materials associated with the project, subject to applicable laws and regulations.
- 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 and R.A. 12009.

<b>DELIVERY TERMS</b>	
<p>The Service Provider shall commence the pull-out, repair and installation works within fifteen (15) calendar days from receipt of the Notice to Proceed (NTP).</p> <p>All works, including the complete re-installation and securing of the MARINA façade logo and letter signages, shall be fully completed within thirty (30) calendar days from the start of the actual works.</p>	
<b>PAYMENT TERMS</b>	<b>Statement of Compliance</b> ("Comply" of "Not Comply")
<ol style="list-style-type: none"> <li>1. Send bill arrangement;</li> <li>2. Within twenty (20) calendar days upon receipt of billing invoice/statement of account;</li> <li>3. Payment shall be made through the list of due and demandable accounts payable with advice debit account (LDDAP-ADA); and</li> <li>4. The supplier shall provide the bank account wherein payment will be credited preferably LandBank of the Philippines account, otherwise, bank charges shall be borne by the supplier.</li> </ol>	
<b>DOCUMENTARY REQUIREMENTS</b>	<b>Statement of Compliance</b> ("Comply" of "Not Comply")
<ol style="list-style-type: none"> <li>1. PhilGEPS Registration</li> <li>2. Mayor's Permit/Business Permit Income/Business Tax Return</li> </ol>	
<p><b><i>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</i></b></p>	

### **FINANCIAL OFFER**

<p><b><u>Terms of Payment:</u></b></p> <p><i>Within Twenty (20) 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 style="text-align: center;"><i>Banking Institution :</i> _____</p>
<p style="text-align: center;"><i>Account Number :</i> _____</p>
<p style="text-align: center;"><i>Account Name</i> <i>(should be the exact account name as registered in the bank):</i> _____</p>
<p style="text-align: center;"><i>Bank Branch :</i> _____</p>

Please quote your best offer for the item/s below.

**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.**

<b>EMERGENCY PROCUREMENT OF SERVICE PROVIDER FOR THE COMPREHENSIVE REPAIR, PULL-OUT AND RE-INSTALLATION OF THE FAÇADE LOGO AND LETTER SIGNAGE OF MARINA CENTRAL OFFICE</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
Two Hundred Seventy Thousand Pesos (Php270,000.00)	<i>In Words:</i> _____ _____ _____ <i>In figures:</i> _____ _____

Signature over Printed Name

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

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Ad



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**TECHNICAL SPECIFICATIONS**

<b>Project Description</b>	Emergency Procurement of Service Provider for the Comprehensive Repair, Pull-out and Re-installation of the Facade Logo and Letter Signage of Marina Central Office Building
<b>Approved Budget for the Contract</b>	The Approved Budget for the Contract is Two Hundred Seventy Thousand Pesos ( <b>Php 270,000.00</b> ) inclusive of all applicable taxes, chargeable against the Fiscal Year 2026 MARINA Central Office Budget.
<b>Specifications / Deliverables</b> <i>(Ex. Size, color, materials used, and other specs requirements)</i>	The service provider shall perform the following activities: <ol style="list-style-type: none"><li>a. Conduct a full inspection and assessment of the MARINA facade logo and letter signages installed on the 4th floor facade facing 21st Street and Railroad Street, including the mounting frame, brackets, anchor bolts, and other structural support components.</li><li>b. Perform the safe pull-out and dismantling of the detached and remaining facade logo and letter signages, including any defective or weakened mounting assemblies.</li><li>c. Undertake the necessary repair, restoration, reinforcement, and reconditioning of the existing logo and letter signage components to ensure structural stability and proper alignment prior to reinstallation.</li><li>d. Replace or reinforce damaged brackets, anchor bolts, mounting frames, and other structural components as necessary to ensure that the signage system is securely installed and capable of withstanding normal environmental conditions.</li><li>e. Ensure that all works are carried out in accordance with standard engineering practices, safety protocols, and applicable occupational safety standards, particularly those relating to work at height.</li><li>f. Properly handle, protect, transport, and reinstall the detached MARINA logo to avoid any further damage during the repair and re-installation process.</li><li>g. Secure any necessary permits, clearances, or coordination requirements related to the conduct of the repair and installation works, at no additional cost to MARINA.</li><li>h. Provide all necessary manpower, tools, materials, and access equipment, including but not limited to scaffolding, lifting</li></ol>

equipment, safety harness, and other devices required to safely access elevated work. (See attached photo for reference.)



**Figure 1. 21st St. Facade MARINA Logo**



**Figure 2. Railroad St. Facade MARINA Logo**

- i. Submit a completion and accomplishment report upon project completion, including documentation of the works undertaken and materials used.

	<p><b>Technical Requirement</b></p> <p>Repair, Restoration, Pull-out, and Re-installation of MARINA Facade Logo and Letter Signage</p> <p>Quantity: 1 Lot (Lump Sum) Cost: Php 270,000.00</p>
<p><b>Other End-User Requirements</b> <i>(Ex. Warranty, photos of the product and other end-user requirements)</i></p>	<ul style="list-style-type: none"> <li>• All items supplied or used for the repair and maintenance must be compatible with the existing signage and mounting structure.</li> <li>• The service provider shall coordinate all activities with the MFAS – General Services Division, Building Maintenance Section, for approval of materials, procedures, and work schedule, within 5 (five) working days upon issuance of Notice to Proceed (NTP).</li> <li>• All personnel shall use proper Personal Protective Equipment (PPE) and comply with applicable safety standards, including work-at-height protocols</li> <li>• The service provider shall maintain cleanliness of the work area and ensure proper disposal of debris during and after completion of the project.</li> <li>• Any damage caused to the building facade, adjacent structures, or surrounding areas during the conduct of the works shall be immediately repaired or restored by the Service Provider at no additional cost to MARINA.</li> <li>• The Service Provider shall ensure that the repaired and reinstalled MARINA facade logo and letter signage are structurally stable, securely mounted, and capable of withstanding normal environmental and weather conditions.</li> <li>• In the event of loosening, detachment, structural instability, or installation failure arising from defective workmanship, improper installation, or substandard materials within three (3) years from project acceptance, the Service Provider shall undertake the necessary corrective repair or reinstallation at no additional cost to MARINA.</li> <li>• The Service Provider shall likewise be responsible for any damage to the building facade, adjacent structures, or property, and for any injury to persons resulting from defective installation, poor workmanship, or use of substandard materials associated with the project, subject to applicable laws and regulations.</li> <li>• 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 and R.A. 12009.</li> </ul>
<p><b>Delivery Terms</b></p>	<p>The Service Provider shall commence the pull-out, repair, and installation works within fifteen (15) calendar days from receipt of the Notice to Proceed (NTP).</p>

<i>(to be determined by the End-User)</i>	All works, including the complete re-installation and securing of the MARINA facade logo and letter signages, shall be fully completed within thirty (30) calendar days from the start of the actual works.
<b>Payment Terms</b> <i>(Government terms CD)</i>	<ol style="list-style-type: none"> <li>1. Send bill arrangement;</li> <li>2. Within twenty (20) calendar days upon receipt of the billing invoice/statement of account;</li> <li>3. Payment shall be made through the list of due and demandable accounts payable with advice debit account (LDDAP-ADA); and</li> <li>4. The supplier shall provide the bank account wherein payment will be credited, preferably LandBank of the Philippines account; otherwise, bank charges shall be borne by the supplier.</li> </ol>
<b>Note: Prospective suppliers must comply with all of the above requirements to become eligible for the said procurement project.</b>	

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