



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

RFQ No.: PD-2026-014

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 **SERVICE PROVIDER FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE ESCALATORS AND ELEVATORS** with an **Approved Budget for the Contract** amounting to **One Million Five Hundred Thousand Pesos (PhP1,500,000.00)**, pursuant to **Section 34 Small Value Procurement** of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009 or The New Government Procurement Act (NGPA).

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 07 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 Supplier/ 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. **Income/Business Tax Return**

The Supplier/ Service Provider with the Single/Lowest Calculated and Responsive Quotation shall submit **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. 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 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:

SERVICE PROVIDER FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE ESCALATORS AND ELEVATORS			
Minimum Technical Specification	Quantity	Offered Technical Specifications	Statement of Compliance ("Comply" or "Not Comply")
SPECIFICATIONS/DELIVERABLES			
a) The supply of supervision, labor, equipment, tools, materials, parts, and expertise for the Monthly Preventive Maintenance and Repair Service of three (3) units of elevators, one (1) unit of wheelchair lift and two (2) units of			

escalators located at the MARINA Central Office, for a period of twelve (12) months, upon receipt of Notice to Proceed (NTP) or upon signing/approval of the contract.

- b) Conduct periodic inspection, preventive maintenance, incidental servicing, emergency service, repair and replacement of parts of the three (3) units of elevators, two (2) units of escalators, and one (1) unit wheelchair lift as specified below:

	ELEVATOR 1	ELEVATOR 2	ELEVATOR 3 (SCENIC)	WHEELCHAIR LIFT	ESC 1 & 2
Type/Model	TWJ11150-1.5 (MRL)	TKJ630-1.5 (with MR)	TWJ1000-1.5	SJDO.34-3.5	KYS235-800-3500
Use	Passenger	Passenger	Passenger/Scenic	Passenger	Passenger
No. of Units	One (1)	One (1)	One (1)	One (1)	2 (two)
Capacity	1150 kgs	630 kgs. (8 persons)	1000 kgs.	340 kgs.	7500 persons/hr
Speed	90 meters/minute	90 meters/minute	90 meters/minute	2-3 meters/minute	30 meters/minute
No. of stops/openings	Twelve (12) @ G, 2-12	Twelve (12) @ G, 2-12	Twelve (12) @ G, 2-12	Twelve (12) @ G, 2-12	

- c) Systematically examine, clean, lubricate, adjust, apply rust protective paint, and repair/replace parts of all the machines specified above.

- d) Provide parts and other consumable for (emergency) repairs and services without additional charge and respond immediately to MARINA's report of any escalator/elevator malfunction, inoperability, or otherwise appearing to constitute a danger to users.

RESPONSIBILITIES OF SERVICE PROVIDER

- a) The Service Provider shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without the prior consent of MARINA.
- b) The Service Provider shall maintain records which shall include repair work performed, preventive maintenance activity, spare parts utilized, and any modifications to the equipment, and/or emergency services.
- c) The Service Provider shall advise the Director of the MARINA-MFAS through Chief, General Services Division (GSD)/ Building Supervisor of all defective and worn-out parts to be replaced, works done and the specified downtime to be undertaken to put the equipment into normal running condition.
- d) The Service Provider shall carry out such repairs and worn-out parts replacement upon approval by the MFAS Director.

<p>e) In case of an elevator and escalator breakdown during the conduct of preventive maintenance, it shall be the Service Provider's responsibility to restore the Elevators and Escalators to normal operation within a maximum of five (5) working days after a breakdown.</p> <p>f) The Service Provider shall process inspections, documents, and permits necessary for the operation of the Elevators and Escalators at no extra cost to MARINA.</p>	
<p>OTHER CONDITIONS</p> <p>a) The Service Provider represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of this project, and hereby agrees and warrants that it shall faithfully observe and comply therewith.</p> <p>b) The Service Provider shall assign trained and skilled personnel in its employ who are qualified to perform preventive maintenance and repair of the MARINA Central office Elevators and Escalators. The MARINA has the right to request for replacement of the Service Provider's personnel if found violating any of the terms and conditions thereof/or if found lack the technical know-how in Escalator and Elevator maintenance, trouble shooting and repair.</p> <p>c) The Service Provider shall furnish tools, equipment, lubricants, and cleaning supplies as necessary to carry out their duties and responsibilities.</p> <p>d) All pre-inspection, work and services provided for this project are to be performed during normal working hour on regular working days. The MARINA may request the Service Provider in writing, for work outside such as times at no extra cost if it affects the operation at the MARINA Central Office Building. All works and services are not required to be carried out on public holidays except when the MARINA finds it necessary in its operation.</p> <p>e) The Service Provider must ensure that all their employees assigned in MARINA observe, at a minimum, safety practices during maintenance, inspection, or testing procedures which include but are not limited to the following:</p> <ul style="list-style-type: none"> • Wearing proper protective equipment when performing maintenance, inspection, and testing tasks. • If applicable, provide signage and/or barriers, 	

<p>especially at hoisting doors</p> <ul style="list-style-type: none"> • Adherence to good housekeeping practices <p>f) MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or if, in its judgment, the service it has rendered is substandard and/or unsatisfactory;</p> <p>g) The Contractor nor the MARINA will not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.</p>	
<p>MARINA REQUIREMENTS</p> <p>Prospective bidders shall acquire/submit the following requirements/documents together with the quotation:</p> <p>a) The company has minimum of two (2) years of experience in the elevators and escalator maintenance and repair industry. (Photocopy of the contract entered 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 satisfactory providing a similar service with another government agency or private entity within three (#) years preceding the submission of the quotation. (Certification on Satisfaction Rating issued by a previous or existing client to be submitted to MARINA); and</p> <p>c) The Service Provider shall have physical office/branch in metro Manila and available line of communication.</p>	
<p>DELIVERY TERMS/SERVICE SCHEDULE</p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>
<p>The term of the Service Agreement will be for the period of twelve (12) months, upon receipt of the Notice to Proceed or approval/signing of the Purchase Order/Contract</p> <p>Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of Republic Act (RA) 9184 and its 2016 Implementing Rules and Regulations (IRR) and RA 12009. The parties shall extend the contract on a month-to-month 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</p>	

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

Statement of Compliance
("Comply" or "Not Comply")

1. Send bill arrangement;
2. Monthly Service Report on the Preventive Maintenance of the Elevators and Escalators complete with findings, recommendations, parts, and equipment that needs to be repaired or replaced duly signed by a MARINA authorized representative.
3. Within thirty (30) calendar days upon receipt of 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 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.

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.**

SERVICE PROVIDER FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE ESCALATORS AND ELEVATORS	
Approved Budget for the Contract (ABC)	Total Offered Quotation
One Million Five Hundred Thousand Pesos (PhP1,500,000.00)	<i>In words:</i> _____ _____ _____ <i>In figures:</i> _____ _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Ad