



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**REQUEST FOR QUOTATION**

DATE: May 15, 2026

RFQ No.: PD-2026-018

**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 REPAIR AND PREVENTIVE MAINTENANCE OF THE PRECISION AIR CONDISIONING UNIT (PACU) INSTALLED IN THE MISS SERVER ROOM** with an **Approved Budget for the Contract amounting to Six Hundred Thousand Pesos (PHP 600,000.00)**, 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 22 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. **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](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>SERVICE PROVIDER FOR THE COMPREHENSIVE REPAIR AND PREVENTIVE MAINTENANCE OF THE PRECISION AIR CONDISIONING UNIT (PACU) INSTALLED IN THE MISS SERVER ROOM</b>			
<b>Minimum Technical Specification</b>	<b>Quantity</b>	<b>Offered Technical Specifications/ Service</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
<b>SPECIFICATIONS/DELIVERABLES</b>			
a. The contractor shall be required to submit to MARINA a pre-assessment/inspection of the PACU.			
b. The supply of supervision,			

<p>labor, and expertise for the preventive maintenance service of PACU for 2026.</p> <p>c. Supply and standby technicians, tools, gadgets, and equipment necessary to carry out their duties and responsibilities.</p> <p>d. The Contractor is responsible for the following activities:</p> <p>i. Quarterly Preventive Maintenance Service of PACU for CY 2026;</p> <p>ii. Observe and examine the units' operational characteristics, and make the required adjustments.</p> <p>iii. Record all relevant unit parameter readings, including but not restricted to:  High and low sides of the operating pressure - Current draw from the compressor - Current draw from the fan motor -Return air temperatures and humidity as supplied</p> <p>iv. Check all electrical components (breakers, contactors, relays, wires, and terminals) and re-tighten all nuts, screws, and bolts. Check and repair/replace electrical wiring and harnesses for loose connections and cable cuts.</p> <p>v. Check mechanical components such as compressor, condenser, evaporator, drier, and expansion valves</p> <p>vi. Check refrigerant controls, such as expansion valves, capillary tubes, and solenoids.</p>			
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<p>vii. The supply of supervision, labor, equipment, tools, materials, parts, and expertise for the Comprehensive Repair and Preventive Maintenance Service of the PACU including its components and drainage system.</p> <p>viii. The Contractor 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.</p>			
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**OTHER END-USER REQUIREMENTS**

<p><b>OTHER CONDITIONS</b></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 of the PACU and shall submit the curriculum vitae of the supervisor/s and operators assigned to the MARINA for approval prior to being assigned to the MARINA. The MARINA has the right to request for replacement of the Service Provider's personnel for whatever reason.</p>			
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<p>c. The Service provider shall furnish tools, equipment, lubricants, and cleaning supplies to carry out their duties and responsibilities.</p> <p>d. All the parts/spare parts, components, and consumables to be supplied by the Service Provider for the proper operation of the PACU have to be approved by the MARINA prior to use/installation at no additional or extra cost to MARINA.</p> <p>e. All work and services provided in this project are to be performed during normal working hours on regular working days. The MARINA may request the Service Provider in writing, for work outside such 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>f. The Supplier(s) shall coordinate with the end-user / MFAS-GSD Building Maintenance authorized person during maintenance activity and shall provide a detailed/accomplishment report and its recommendation.</p> <p>g. 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>h. The Contractor nor the</p>			
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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.

i. The Service Provider shall provide necessary Proper Protective Equipment (PPE) to its employees and ensure proper disposal of gloves, gowns (suits), and other PPE to avoid contamination. All used PPE and cleaning materials shall be disposed of in sealed, plastic disposal.

j. The Service Provider shall have an office/branch in Metro Manila.

**MARINA REQUIREMENTS**

In addition to the provisions of RA 9184, 12009 and its IRR, the following are the MARINA requirements:

a. Minimum one (1) year in the Precision Air Conditioning Unit (PACU) maintenance and repair industry (Service Record/JOB Order/Contract Record/JOB Order/Contract with other entity/ies to be submitted to MARINA).

b. Service Provider must submit list of service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively.

c. Service Provider must submit a verifiable Client Satisfaction Rating as proof of satisfactorily providing similar service with another government agency or

<p>private entity within one (1) year preceding the submission of the quotation.</p> <p>d. Service Provider must be an authorized installer and distributor of parts of the existing brand (Authorization or Certificate must be submitted to MARINA)</p>			
<b>DELIVERY TERMS</b>			<b>Statement of Compliance</b> ("Comply" or "Not Comply")
<p>The term of the Service Agreement will be for the period of four (4) consecutive quarters, effective upon receipt of Notice to Proceed or upon signing/approval of the 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, 12009 and its 2016 Implementing Rules and Regulations (IRR). 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 of the current contract.</p> <p>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.</p>			
<b>PAYMENT TERMS</b>			<b>Statement of Compliance</b> ("Comply" or "Not Comply")
<ol style="list-style-type: none"> <li>1. Send bill arrangement;</li> <li>2. Service reports on the Preventive Maintenance of the PACU complete with findings, recommendations, parts, and equipment that needs to be repaired or replaced duly signed by a MARINA authorized representative.</li> <li>3. Within thirty (30) calendar days upon receipt of billing invoice/statement of account;</li> <li>4. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA);</li> <li>5. The supplier shall provide the bank account wherein payment will be credited preferably LandBank of the Philippines current account, otherwise, bank charges shall be borne by the supplier.</li> </ol>			

**Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.**

**FINANCIAL OFFER**

<b>Payment Details:</b>	
Banking Institution :	_____
Account Number :	_____
Account Name (should be the exact account name as registered in the bank):	_____
Bank Branch :	_____

Please quote your **best offer** the item/s 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 REPAIR AND PREVENTIVE MAINTENANCE OF THE PRECISION AIR CONDISIONING UNIT (PACU) INSTALLED IN THE MISS SERVER	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<b>Six Hundred Thousand Pesos (PHP600,000.00)</b>	<i>In Words:</i> _____ _____ _____  <i>In figures:</i> _____ _____

Signature over Printed Name

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

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

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

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