



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

RFQ No.: PD-2026-015

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 **SUPPLY, DELIVERY, AND INSTALLATION OF TWENTY (20) WALL-MOUNTED (SPLIT-TYPE) AND FOUR (4) CASSETTE-TYPE (CEILING-MOUNTED) AIR-CONDITIONING UNITS FOR THE MARINA CENTRAL OFFICE BUILDING** with an Approved Budget for the Contract amounting to **One Million Five Hundred Eighty Thousand Eight Hundred Pesos (Php 1,580,800.00)**, 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 21 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. **Income/Business Tax Return**

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

MARINA Building
20th Street corner Bonifacio Drive

Tel. No.: (632) 8523-9078
Email: oadm@marina.gov.ph

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.

Do not alter the contents of this form in any way.

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.

All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

Quotations may be submitted through electronic mail at bacsec@marina.gov.ph

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

Bidders shall provide correct and accurate information required in this form.

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.

Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission.

Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

Quotations exceeding the Approved Budget for the Contract shall be rejected.

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.

Quotations may be submitted through electronic mail at bacsec@marina.gov.ph

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.

Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

The item/s shall be delivered according to the accepted offer of the bidder.

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.

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.

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.

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.

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:

SUPPLY, DELIVERY, AND INSTALLATION OF TWENTY (20) WALL-MOUNTED (SPLIT-TYPE) AND FOUR (4) CASSETTE-TYPE (CEILING-MOUNTED) AIR-CONDITIONING UNITS FOR THE MARINA CENTRAL OFFICE BUILDING

To supply, deliver, and install Air Conditioning Units and their components, including but not limited to layout/installations, piping, re-piping, and insulations, with the following specifications:

General Specification

1. The ACUs must be equipped with energy-saving features, ultra-quiet operation, user-friendly controls.
2. All ACUs must be inverter and have a dehumidifying function to regulate indoor humidity.
3. Units shall have a digital LED display indicating operational status.
4. Units shall have a 24-hour On/Off timer function.

5. Units shall be brand new, unused, and of current production model.

Unit	Item Description	Quantity	Statement of Compliance (“Comply” or “Not Comply”)
units	Wall-Mounted Type Air-Conditioning Unit <ul style="list-style-type: none"> • Type: High Wall-Mounted Split Type • Inverter • Remote controlled • Cooling Capacity: 2.5 HP • Power Supply: 220–240V, 60Hz 	20	
units	Cassette Type Air-Conditioning Unit <ul style="list-style-type: none"> • Type: 4-Way Ceiling Cassette • Inverter • Remote controlled • Cooling Capacity: 6.5 HP (5 TR) • Power Supply: 220–240V, 60Hz 	4	

Location of Installation	Statement of Compliance (“Comply” or “Not Comply”)																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Wall-Mounted Type Air-Conditioning Unit</th> </tr> <tr> <th style="width: 25%;">Floor</th> <th style="width: 45%;">Office/Area</th> <th style="width: 30%;">No. of Units</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">12th Floor</td> <td>Enforcement Service – MOC Office</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Function room</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">11th Floor</td> <td>ODA ETC Staff office</td> <td style="text-align: center;">1</td> </tr> <tr> <td rowspan="3" style="text-align: center;">10th Floor</td> <td>Cash Section</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Procurement Division</td> <td style="text-align: center;">1</td> </tr> <tr> <td>HR Training Room</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	Wall-Mounted Type Air-Conditioning Unit			Floor	Office/Area	No. of Units	12th Floor	Enforcement Service – MOC Office	1	Function room	1	11th Floor	ODA ETC Staff office	1	10th Floor	Cash Section	1	Procurement Division	1	HR Training Room	1	
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	9th Floor	Hallway (Near scenic elevator)	1	
		PADMO	1	
	8th Floor	SRS Director	1	
		MSS Staff	1	
	6th Floor	QMD Office	1	
	5th Floor	OED Director's Office	1	
	4th Floor	BOE Office	1	
		Qbank	1	
	3rd Floor	Certification Staff Area	2	
	2nd Floor	Records Stock Room	1	
		MDS Staff Office	2	
		Lobby/Waiting area (Near scenic elevator)	1	
		TOTAL:	20	
	Cassette Type Air-Conditioning Unit			
	Floor	Office / Area	No. of Units	
	2 nd floor	MDS	3	
	10 th floor	MFAS	1	
		TOTAL:	4	
OTHER END-USER REQUIREMENTS				Statement of Compliance ("Comply" or "Not Comply")
WARRANTY				
The Supplier shall guarantee that all supplied Air Conditioning Units, materials, and installation works are free from defects for a period of one (1) year, reckoned from the date of project acceptance. The warranty shall cover defects in materials,				

equipment, and workmanship. The form of warranty shall be in accordance with the provisions of Section 62 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184	
MARINA REQUIREMENTS	Statement of Compliance (“Comply” or “Not Comply”)
The prospective supplier shall acquire/submit the following requirements/documents together with the quotation: 1. Proof of at least two (2) years of experience in ACU supply and installation (copy of completed contract or Purchase Order).; and 2. A list of technicians/personnel to be assigned to the project prior to commencement of works.	
OTHER CONDITIONS	Statement of Compliance (“Comply” or “Not Comply”)
a. All materials and equipment shall be subject to approval by the Director, MFAS or his/her authorized representative prior to installation.	
b. Any architectural, electrical, mechanical, or interior damage resulting from installation shall be repaired at no additional cost to MARINA.	
c. All replacement ACUs (indoor and outdoor units) shall fit the existing mounting areas. Existing reusable components (e.g., wiring, insulation, circuit breakers) shall be considered part of the installed system and included in the warranty.	
d. New circuit breakers shall be installed to ensure adequate over-current and short-circuit protection.	
e. All copper pipes shall be replaced and properly insulated in accordance with engineering standards.	
f. All costs related to supply, delivery, installation, labor, supervision, piping, wiring, circuit breakers, refrigerant, accessories, and incidental works shall be borne by the Supplier.	
g. All works shall be coordinated and supervised by the MFAS-GSD, Building Maintenance Section	
DELIVERY TERMS/SCHEDULE	Statement of Compliance (“Comply” or “Not Comply”)
The term of the Agreement will cover the supply, delivery, and installation of twenty-four (24) Air Conditioning Units for the MARINA Central Office, effective upon receipt of the Notice to Proceed by the winning bidder.	

All works shall be completed within two (2) months, reckoned from receipt of the Notice to Proceed.	
PAYMENT TERMS	Statement of Compliance (“Comply” or “Not Comply”)
A. Send bill arrangement; B. Accomplishment Report on the Supply, Delivery, and Installation of the Air Conditioning Units, duly signed by a MARINA authorized representative. C. Within twenty (20) calendar days upon receipt of the billing invoice/statement of account; D. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA); and E. The supplier shall provide the bank account wherein payment will be credited, preferably to the LandBank of the Philippines account; otherwise, bank charges shall be borne by the supplier.	

<i>Documentary Requirements (per RA 12009)</i>
a. PhilGEPS Registration;
b. Mayor’s Permit/ Business Permit; and
c. Omnibus Sworn Statement
d. Income/Business Tax Return
* * * * nothing follows * * * *
Note: Prospective Service Provider must comply with all of the above requirements to become eligible with the said procurement project
<u>Payment Details:</u>
<i>Banking Institution :</i> _____

<i>Account Number :</i> _____

<i>Account Name :</i> _____
<i>Branch :</i> _____

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.**

SUPPLY, DELIVERY, AND INSTALLATION OF TWENTY (20) WALL-MOUNTED (SPLIT-TYPE) AND FOUR (4) CASSETTE-TYPE (CEILING-MOUNTED) AIR CONDITIONING UNITS FOR THE MARINA CENTRAL OFFICE BUILDING
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APPROVED BUDGET FOR THE CONTRACT (ABC)
One Million Five Hundred Eighty Thousand Eight Hundred Pesos (Php 1,580,800.00)
inclusive of all applicable taxes

PROPOSED BID

<i>All requirements under the Function Room as mentioned above</i>	_____ <i>(Please indicate Php 0.00 if it is free of charge)</i>
<i>All requirements under the Function Facilities as mentioned above</i>	_____ <i>(Please indicate Php 0.00 if it is free of charge)</i>
<i>All requirements under the Meals and Snacks as mentioned above</i>	_____ <i>(Please indicate Php 0.00 if it is free of charge)</i>
TOTAL OFFERED QUOTATION	In words: _____ _____ <hr/> In figures: _____ _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Ad



TECHNICAL SPECIFICATIONS

<p>Project Description</p>	<p>Supply, Delivery, and Installation of Twenty (20) Wall-Mounted (Split-Type) and Four (4) Cassette-Type (Ceiling-Mounted) Air-Conditioning Units for the MARINA Central Office Building</p>									
<p>Approved Budget for the Contract</p>	<p>The Approved Budget for the Contract is One Million Five Hundred Eighty Thousand Eight Hundred Pesos (Php 1,580,800.00), inclusive of all applicable taxes, chargeable against the Fiscal Year 2026 MARINA Central Office Budget.</p>									
<p>Specifications/Deliverables <i>(Ex. Size, color, materials used, and other specs requirements)</i></p>	<p>To supply, deliver, and install Air Conditioning Units and their components, including but not limited to layout/installations, piping, re-piping, and insulations, with the following specifications:</p> <p>General Specification</p> <ol style="list-style-type: none"> 1. The ACUs must be equipped with energy-saving features, ultra-quiet operation, user-friendly controls. 2. All ACUs must be inverter and have a dehumidifying function to regulate indoor humidity. 3. Units shall have a digital LED display indicating operational status. 4. Units shall have a 24-hour On/Off timer function. 5. Units shall be brand new, unused, and of current production model. <p>Technical Specification (Minimum Requirements)</p> <table border="1" data-bbox="443 1326 1351 1926"> <thead> <tr> <th>Unit</th> <th>Item Description</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>units.</td> <td> <p>Wall-Mounted Type Air-Conditioning Unit</p> <ul style="list-style-type: none"> • Type: High Wall-Mounted Split Type • Inverter • Remote controlled • Cooling Capacity: 2.5 HP • Power Supply: 220–240V, 60Hz </td> <td>20</td> </tr> <tr> <td>units.</td> <td> <p>Cassette Type Air-Conditioning Unit</p> <ul style="list-style-type: none"> • Type: 4-Way Ceiling Cassette • Inverter • Remote controlled • Cooling Capacity: 6.5 HP (5 TR) • Power Supply: 220–240V, 60Hz </td> <td>4</td> </tr> </tbody> </table>	Unit	Item Description	Quantity	units.	<p>Wall-Mounted Type Air-Conditioning Unit</p> <ul style="list-style-type: none"> • Type: High Wall-Mounted Split Type • Inverter • Remote controlled • Cooling Capacity: 2.5 HP • Power Supply: 220–240V, 60Hz 	20	units.	<p>Cassette Type Air-Conditioning Unit</p> <ul style="list-style-type: none"> • Type: 4-Way Ceiling Cassette • Inverter • Remote controlled • Cooling Capacity: 6.5 HP (5 TR) • Power Supply: 220–240V, 60Hz 	4
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Location of Installation

Wall-Mounted Type Air-Conditioning Unit		
Floor	Office / Area	No. of Units
12 th floor	Enforcement Service – MOC Office	1
	Function room	1
11 th floor	ODA ETC Staff office	1
10 th floor	Cash Section	1
	Procurement Division	1
	HR Training room	1
9 th floor	Hall way (Near scenic elevator)	1
	PADMO	1
8 th floor	SRS Director	1
	MSS Staff	1
6 th floor	QMD Office	1
5 th floor	OED Director's Office	1
4 th floor	BOE Office	1
	Qbank	1
3 rd floor	Certification Staff Area	2
2 nd floor	Records Stock room	1
	MDS Staff Office	2
	Lobby/Waiting area (Near scenic elevator)	1
TOTAL:		20

Cassette Type Air-Conditioning Unit		
Floor	Office / Area	No. of Units
2 nd floor	MDS	3
10 th floor	MFAS	1
TOTAL:		4

Other End-User Requirements

Ex. Warranty, photos of the product, and other end-user requirements

WARRANTY

The Supplier shall guarantee that all supplied Air Conditioning Units, materials, and installation works are free from defects for a period of one (1) year, reckoned from the date of project acceptance. The warranty shall cover defects in materials, equipment, and workmanship. The form of warranty shall be in accordance with the provisions of Section 62 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 12009.

MARINA REQUIREMENTS

The prospective supplier shall acquire/submit the following requirements/documents together with the quotation:

- a. Proof of at least two (2) years of experience in ACU supply and installation (copy of completed contract or Purchase Order).; and
- b. A list of technicians/personnel to be assigned to the project prior to commencement of works.

Other Conditions

- a. All materials and equipment shall be subject to approval by the Director, MFAS or his/her authorized representative prior to installation.
- b. Any architectural, electrical, mechanical, or interior damage resulting from installation shall be repaired at no additional cost to MARINA.
- c. All replacement ACUs (indoor and outdoor units) shall fit the

	<p>MARINA.</p> <p>c. All replacement ACUs (indoor and outdoor units) shall fit the existing mounting areas. Existing reusable components (e.g., wiring, insulation, circuit breakers) shall be considered part of the installed system and included in the warranty.</p> <p>d. New circuit breakers shall be installed to ensure adequate over-current and short-circuit protection.</p> <p>e. All copper pipes shall be replaced and properly insulated in accordance with engineering standards.</p> <p>f. All costs related to supply, delivery, installation, labor, supervision, piping, wiring, circuit breakers, refrigerant, accessories, and incidental works shall be borne by the Supplier.</p> <p>g. All works shall be coordinated and supervised by the MFAS – GSD, Building Maintenance Section.</p>
<p>Delivery Terms/ Schedule <i>(to be determined by the End-User)</i></p>	<p>The term of the Agreement will cover the supply, delivery, and installation of twenty-four (24) Air Conditioning Units for the MARINA Central Office, effective upon receipt of the Notice to Proceed by the winning bidder.</p> <p>All works shall be completed within two (2) months, reckoned from receipt of the Notice to Proceed.</p>
<p>Payment Terms <i>(Government terms 15-30 CD)</i></p>	<ol style="list-style-type: none"> 1. Send bill arrangement; 2. Accomplishment Report on the Supply, Delivery, and Installation of the Air Conditioning Units, duly signed by a MARINA authorized representative. 3. Within twenty (20) calendar days upon receipt of the billing invoice/statement of account; 4. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA); and 5. The supplier shall provide the bank account wherein payment will be credited, preferably to the LandBank of the Philippines account; otherwise, bank charges shall be borne by the supplier.
<p>Note: Prospective suppliers must comply with all of the above requirements to become eligible for the said procurement project.</p>	

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