REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE:_____

RFQ No.: PD-2026-025

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 FIRE DETECTION AND ALARM SYSTEM (FDAS)** with an **Approved Budget for the Contract** amounting to **Three Hundred Thousand Pesos (Php300,000.00),** 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 01 July 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**

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:

MELANIE T. BALIN
Head, Bids and Award Committee Secretariat

MARINA Building
20th Street corner Bonifacio Drive

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

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:

PROCUREMENT OF A SERVICE PROVIDER FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE FIRE DETECTION AND ALARM SYSTEM (FDAS)	
SPECIFICATIONS/ DELIVERABLES	**Statement of Compliance** (“Comply” or “Not Comply”)
FIRE DETECTION AND ALARM SYSTEM (FDAS) a. The supply of supervision, labor and expertise for the Comprehensive Repair and Monthly Preventive Maintenance of Three Hundred Sixteen (316) units of Smoke Detectors, twenty-six (26) units of Heat Detectors, fifty-six (56) units of manual pull alarms, and Fifty-Three (53) units of horn strobe located at the	

MARINA Central Office Building, for the period of twelve (12) months; b. To ensure the operability of the FDAS, the supply of major parts/spare parts, components, tools, equipment, including line circuit to be borne by the Service Provider at no extra or additional cost to MARINA. c. Conduct periodic inspection, preventive maintenance, incidental servicing, and emergency service of the FDAS; d. Systematically examine clean, system/program, and operational and functional tests including FDAS Control panel check; and e. Provide twenty-four (24) hour service to respond immediately to reports of any malfunction, inoperability, or false alarm without additional charge to MARINA. *Note: Kindly state your compliance per item.*	
OTHER END-USER REQUIREMENTS	**Statement of Compliance** ("Comply" or "Not Comply")
OTHER CONDITIONS a. The Service Provider represents and warrants that it can 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. b. The Service provider shall furnish tools, equipment, and other supplies necessary to carry out their duties and responsibilities. c. All the components and consumables to be supplied by the Service Provider have to be approved by the MARINA before use/installation. d. 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. e. 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; f. 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. *Note: Kindly state your compliance per item.*	
MARINA REQUIREMENTS Prospective bidders shall acquire/submit the following requirements/documents together with the quotation: a. The company has a minimum of two (2) years of experience in the FDAS maintenance and repair industry. (**Photocopy of the contract or Purchase Order entered by and between the bidder and previous or existing client to be submitted to MARINA**); and b. The Service Provider shall have a physical office/branch in Metro Manila and available line of communication. *Note: Kindly state your compliance per item.*	
WARRANTY The Service Provider shall guarantee the work done and the supplied materials to be free from defects for a period of one (1) year reckoned from the turnover of the project. 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 12009.	
DELIVERY TERMS/SERVICE SCHEDULE	**Statement of Compliance** ("Comply" or "Not Comply")
The term of the Service Agreement will be for the period of twelve (12) months, commencing from the receipt of the Notice to Proceed or upon signing/approval of the contract. 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. The Service Provider must inform the MARINA through the MFAS-GSD, Building Maintenance Section of the schedule of services. All	

services will be observed by the Building Maintenance Section personnel and 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. *Note: Kindly state your compliance per item.*	
PAYMENT TERMS	**Statement of Compliance** ("Comply" or "Not Comply")
1. Send bill arrangement; 2. Monthly Pre-inspection and Post Inspection Service Reports on the Preventive Maintenance of the FDAS complete with findings, recommendations, parts, and equipment 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: Kindly state your compliance per item.*	
DOCUMENTARY REQUIREMENTS: 1. Copy of PhilGEPS Registration; 2. Mayor's/Business Permit; *Note: Kindly state your compliance per item.*	

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.**

PROCUREMENT OF A SERVICE PROVIDER FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE FIRE DETECTION AND ALARM SYSTEM (FDAS)	
Approved Budget for the Contract (ABC)	**Total Offered Quotation**
Three Hundred Thousand Pesos (Php300,000.00)	*In words:* _____ _____ _____ *In figures:* _____ _____

Signature over Printed Name

_____

Position/Designation

_____

Office Telephone No.

_____

Fax/Mobile No.

_____

Email Ad

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TECHNICAL SPECIFICATIONS

Project Description	Procurement of a Service Provider for the Comprehensive Preventive Maintenance and Repair Service (CPMRS) of the Fire Detection and Alarm System (FDAS)
Approved Budget for the Contract	The Approved Budget for the Contract is Php **300,000.00** inclusive of all applicable taxes, chargeable against Fiscal Year 2026 Regular Agency Budget of MARINA Central Office.
Specifications/ Deliverables *(Ex. Size, color, materials used and other specs requirements)*	**FIRE DETECTION AND ALARM SYSTEM (FDAS)** a. The supply of supervision, labor and expertise for the Comprehensive Repair and Monthly Preventive Maintenance of Three Hundred Sixteen (316) units of Smoke Detectors, Twenty-Six (26) units of Heat Detectors, Fifty-Six (56) units of manual pull alarms, and Fifty-Three (53) units of horn strobe located at the MARINA Central Office Building, for the period of twelve (12) months; b. To ensure the operability of the FDAS, the supply of major parts/spare parts, components, tools, equipments, including line circuit to be borne by the Service Provider at no extra or additional cost to MARINA. c. Conduct periodic inspection, preventive maintenance, incidental servicing, and emergency service of the FDAS; d. Systematically examine clean, system/program, and operational and functional tests including FDAS Control panel check; and e. Provide twenty-four (24) hour service to respond immediately to reports of any malfunction, inoperability, or false alarm without additional charge to MARINA.
Other End-User Requirements *Ex. Warranty, photos of the product and other end-user requirements*	**OTHER CONDITIONS** a. The Service Provider represents and warrants that it can 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. b. The Service provider shall furnish tools, equipment, and other supplies necessary to carry out their duties and responsibilities. c. All the components and consumables to be supplied by the Service Provider have to be approved by the MARINA before use/installation. d. 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

	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. e. 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; f. 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. **MARINA REQUIREMENTS** Prospective bidders shall acquire/submit the following requirements/documents together with the quotation: a. The company has a minimum of two (2) years of experience in the FDAS maintenance and repair industry. (**Photocopy of the contract or Purchase Order entered by and between the bidder and previous or existing client to be submitted to MARINA**); and b. The Service Provider shall have a physical office/branch in Metro Manila and available line of communication. **WARRANTY** The Service Provider shall guarantee the work done and the supplied materials to be free from defects for a period of one (1) year reckoned from the turnover of the project. 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 12009.
Delivery Terms/ Service Schedule *(to be determined by the End-User)*	The term of the Service Agreement will be for the period of twelve (12) months, commencing from the receipt of the Notice to Proceed or upon signing/approval of the contract. 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. The Service Provider must inform the MARINA through the MFAS-GSD, Building Maintenance Section of the schedule of services. All

	services will be observed by the Building Maintenance Section personnel and 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 *(Government terms 15-30 CD)*	1. Send bill arrangement; 2. Monthly Pre-inspection and Post Inspection Service Reports on the Preventive Maintenance of the FDAS complete with findings, recommendations, parts, and equipment 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 suppliers must comply with all of the above requirements to become eligible with the said procurement project.	

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