

TERMS OF REFERENCE FOR THE PROCUREMENT OF VARIOUS INKS AND TONERS CARTRIDGES

1. INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities for the following:

CONTRACT PACKAGE	ITEM DESCRIPTION	QTY	UNIT
1 LOT	FOR HP DESK JET PRINTER		
	1. INK, CART, HPF6V27AA (HP680), BLACK, ORIGINAL	80	CART
	2. INK, CART, HPF6V26AA (HP680), COLORED, ORIGINAL	100	CART
	FOR EPSON L-3100 PRINTER		
	3. INK, CART, EPSON, C13T664100 (T6641), BLACK, ORIGINAL	45	CART
	4. INK, CART, EPSON, C13T664200 (T6642), CYAN, ORIGINAL	40	CART
	5. INK, CART, EPSON, C13T664300 (T6643), MAGENTA, ORIGINAL	40	CART
	6. INK, CART, EPSON, C13T664400 (T6644), YELLOW, ORIGINAL	40	CART
	FOR HP PRINTER LASER JET PRO M102W		
	7. TONER, HP19 ORIGINAL IMAGING DRUM (CF219A)	10	CART
	8. TONER, CART, HPCF217A (HP17), BLACK, ORIGINAL	10	CART
	FOR HP LASER JET PRO M181FW MFP		
	9. TONER, CART, HP204, BLACK, ORIGINAL (CF510A)	10	CART
	10. TONER, CART, HP204, CYAN, ORIGINAL (CF511A)	10	CART
	11. TONER, CART, HP204, YELLOW, ORIGINAL (CF512A)	10	CART
	12. TONER, CART, HP204, MAGENTA, ORIGINAL (CF513A)	10	CART
	FOR BROTHER LASER PRINTER, MODEL HL-L8360CDW		
	13. TONER CART, BROTHER TN-456, BLACK, HIGH YIELD 6,500 (ORIGINAL)	16	CART

	14. TONER CART, BROTHER TN-456, CYAN, HIGH YIELD 6,500 (ORIGINAL)	18	CART
	15. TONER CART, BROTHER TN-456, YELLOW, HIGH YIELD 6,500 (ORIGINAL)	19	CART
	16. TONER CART, BROTHER TN-456, MAGENTA, HIGH YIELD 6,500 (ORIGINAL)	19	CART
	17. TONER CART, BROTHER DR-451CL, HIGH YIELD 3000 PAGES, (ORIGINAL)	10	CART

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **NINE HUNDRED NINETY-FIVE THOUSAND SEVEN HUNDRED PESOS THOUSAND ONLY (P995,700.00)** is available which will be charged against the MARINA Central Office funds FY 2021.

3. CONDITIONS AND SUPPLIER RESPONSIBILITIES:

- 3.1 The prospective supplier shall bid in the above-listed items;
- 3.2 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.3 The prospective supplier shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA; and
- 3.4 The prospective supplier shall submit the following documents:
 - a. Copy of PhilGEPS Registration;
 - b. Mayor's/Business Permit
 - c. Copy of Business/ Income Tax Return (ITR)

4. PERIOD OF DELIVERY:

The delivery shall be fifteen (15) calendar days from the receipt of Notice to Proceed and Purchase Order.

5. TERMS OF PAYMENT:

- 5.1 Send Bill Arrangement;
- 5.2 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 5.3 The supplier shall provide the bank Account wherein payment will be credited.
- 5.4 Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.


VADM RENE V MEDINA AFP (Ret)
 Executive Director
 STCW Office



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE

PR No. : 2021-07-300

Division/Section: ASD

SAI No. : _____

Date Request: 21 July 2021

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
FOR EPSON PRINTER					
1	cart	Ink Cart, HP6V27AA (HP680) black, original	80	450.00	36,000.00
2	cart	Ink Cart, HP6V26AA (HP680) colored, original	100	450.00	45,000.00
3	cart	Ink Cart, Epson, C13T664100 (T6641), Black, original	45	300.00	13,500.00
4		Ink Cart, Epson, C13T664200 (T6642), Cyan, original	40	300.00	12,000.00
5		Ink Cart, Epson, C13T664400 (T6644), Yellow, original	40	300.00	12,000.00
6		Ink Cart, Epson, C13T664300 (T6643), Magenta, original	40	300.00	12,000.00
FOR HP PRINTER LASER JET PRO M102W					
7	cart	Toner, HP19 Original Imaging Drum (CF219A)	10	4,900.00	49,000.00
8	cart	Toner cart, HPCF217A(HP17) black, original	10	3,500.00	35,000.00
FOR HP LASER JET PRO M181FW MFP					
9	cart	Toner Cart, HP204, black, original (CF510A)	10	3,400.00	34,000.00
10	cart	Toner Cart, HP204, cyan, original (CF511A)	10	3,800.00	38,000.00
11	cart	Toner Cart, HP204, yellow, original (CF512A)	10	3,800.00	38,000.00
12	cart	Toner Cart, HP204, magenta, original (CF513A)	10	3,800.00	38,000.00
FOR BROTHER LASER PRINTER, MODEL HL-L8360CDW					
13	cart	Toner cart, Brother TN-456, black, high yield 6,500 (original)	16	5,100.00	81,600.00
14	cart	Toner cart, Brother TN-456, cyan, high yield 6,500 (original)	18	8,600.00	154,800.00
15	cart	Toner cart, Brother TN-456, yellow, high yield 6,500 (original)	19	8,600.00	163,400.00
16	cart	Toner cart, Brother TN-456, magenta, high yield 6,500 (original)	19	8,600.00	163,400.00
17	cart	Toner cart, Brother DR-451CL, high yield 3000 pages (original)	10	7,000.00	70,000.00
		x-x-x-x-x-x			995,700.00

Requisitioning Officer

Signature: _____

Printed Name: _____

VADM RENE V MEDINA AFP (Ret)

Designation _____

Executive Director - STCW Office

For official use of the STCWO. (3rd Qrt 2021)

Note: items are currently not available from PS-DBM. Hence, said items will be purchased from other sources/suppliers.

CERTIFICATION

- ☒ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE

RALPH A. NARVAEZ

Chief, Budget Division

☐ Approved

☐ Disapproved

PR Approver

Signature:

Printed Name:

VADM ROBERT A EMPEDRAD AFP (Ret)

Designation

Administrator

Note: Please indicate specific purpose other than "for official use of the Office."
(e.g. monthly regular supplies, as per APP. special projects, etc.)

2/30/21