



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN Number : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The Maritime Industry Authority (MARINA) through its Bids and Awards Committee (BAC), intends to **PROCURE VARIOUS TONER CARTRIDGES FOR MARINA FOR 4TH QUARTER OF FY2023** in accordance **Section 52 (Shopping)** of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Nine Hundred Sixty Thousand Three Hundred Fifty Pesos Only (P960,350.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 24 of December 2023** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **2023 Business/Mayor's Permit PhilGEPS Registration Number, and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact the BAC Secretariat at telephone no. (+632) 8524-6518 or email address at bacsec@marina.gov.ph


ATTY. SHARON D. ALEJO
BAC Chairperson

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila
(+632) 8524-6518 | marina.gov.ph | 2021marinabac@gmail.com

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Supplier's must state here either "Comply" or any equivalent term in the column "Supplier's Statement of Compliance" against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

S P E C I F I C A T I O N S / D E L I V E R A B L E S

PROCUREMENT OF VARIOUS TONER CARTRIDGES FOR MARINA FOR 4TH QUARTER OF FY2023						
Item	Item Description	QTY	Unit	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	Toner Cartridge, HP CE285A (HP85A), black (original)	30	Cart			
2	Toner Cartridge, Brother TN-456 black, High Yield (original) 6,500 pages	32	Cart			
3	Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6,500 pages	29	Cart			
4	Toner Cartridge, Brother TN-456 Yellow, High Yield (original) 6,500 pages	23	Cart			
5	Toner Cartridge, Brother TN-456 Magenta, High Yield (original) 6,500 pages	23	Cart			
6	Ink Cartridge, EPSON, L31100 (003), black (original)	48	Btl			
7	Ink Cartridge, EPSON, C13T664100 (T6641), black (original)	21	Btl			
8	Ink Cartridge, EPSON, L31100 (003), cyan (original)	20	Btl			
9	Ink Cartridge, EPSON, L31100 (003), magenta (original)	20	Btl			
10	Ink Cartridge, EPSON, L31100 (003), yellow (original)	20	Btl			

*The above quoted prices are inclusive of all costs and applicable taxes

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

This schedule of requirements stipulates the period of delivery of the items covered by the RFQ to the official address of the procuring entity. Deliveries should be made within office hours and on regular working days or on the date as may be stipulated in the contract.

SCHEDULE OF REQUIREMENTS

PROCUREMENT OF VARIOUS TONER CARTRIDGES FOR MARINA FOR 4TH QUARTER OF FY2023					
Item	Item Description	QTY	Unit	Delivery Term	Supplier's Statement of Compliance
1	Toner Cartridge, HP CE285A (HP85A), black (original)	30	Cart	Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP).	
2	Toner Cartridge, Brother TN-456 black, High Yield (original) 6,500 pages	32	Cart		
3	Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6,500 pages	29	Cart		
4	Toner Cartridge, Brother TN-456 Yellow, High Yield (original) 6,500 pages	23	Cart		
5	Toner Cartridge, Brother TN-456 Magenta, High Yield (original) 6,500 pages	23	Cart		
6	Ink Cartridge, EPSON, L31100 (003), black (original)	48	Btl		
7	Ink Cartridge, EPSON, C13T664100 (T6641), black (original)	21	Btl		
8	Ink Cartridge, EPSON, L31100 (003), cyan (original)	20	Btl		
9	Ink Cartridge, EPSON, L31100 (003), magenta (original)	20	Btl		
10	Ink Cartridge, EPSON, L31100 (003), yellow (original)	20	Btl		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

C O N D I T I O N S A N S S U P P L I E R S R E S P O N S I B I L I T I E S

PROCUREMENT OF VARIOUS TONER CARTRIDGES FOR MARINA FOR 4TH QUARTER OF FY2023		
Item	Description	Training Provider's Statement of Compliance
1	<p><input type="checkbox"/> The prospective supplier shall bid in the above-listed items;</p> <p><input type="checkbox"/> All bids shall be considered as fixed prices and not subject to price escalation during contract implementation.</p> <p><input type="checkbox"/> The prospective supplier shall deliver ONLY GENUINE INK/ORIGINAL TONER CARTRIDGES that comes in sealed and securely packed will be accepted. Refurbished and refillable will not be accepted.</p> <p><input type="checkbox"/> The prospective supplier who accepted a Purchase Order and Notice to Proceed but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified in participating from future procurement activities of MARINA. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier.</p> <p><input type="checkbox"/> The Prospective Supplier shall replace the defective items, within Seven (7) days upon receipt of the notification of the defect with the same specification at no cost to the MARINA.</p> <p><input type="checkbox"/> The Prospective Supplier shall submit the following documentary requirements:</p> <p style="margin-left: 40px;">a. Copy of PhilGEPS Registration Number;</p> <p style="margin-left: 40px;">b. Updated Business/Mayor's Permit; and</p> <p style="margin-left: 40px;">c. Income / Business Tax Return;</p>	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF VARIOUS INKS AND CARTRIDGES FOR MCO & STCWO FOR 3 RD QUARTER FY 2023	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p style="text-align: center;">Nine Hundred Sixty Thousand Three Hundred Fifty Pesos Only (P960,350.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p>

Terms of Payment:

1. Send Bill Arrangement;
2. Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA;
3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and
4. The supplier shall provide the bank account wherein payment will be credited. Preferably Land Bank Account otherwise, bank charges shall be borne by the supplier.

Payment Details:

Banking Institution :	
Account Number :	
Account Name :	
Branch :	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. 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.
6. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC 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.
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind 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.

Signature over Printed Name

Position/Designation

TERMS OF REFERENCE

Project Title	PROCUREMENT OF VARIOUS TONER CARTRIDGES FOR MARINA FOR 4TH QUARTER OF FY2023		
Approved Budget of the Contract	The Approved Budget for the Contract is Nine Hundred Sixty Thousand Three Hundred Fifty Pesos Only (P960,350.00) inclusive of all applicable taxes.		
Specifications/ Deliverables	ITEM DESCRIPTION	QTY	UNIT
	1. Toner Cartridge, HP CE285A (HP85A), black (original)	30	Cart
	2. Toner Cartridge, Brother TN-456 black, High Yield (original) 6,500 pages	32	Cart
	3. Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6,500 pages	29	Cart
	4. Toner Cartridge, Brother TN-456 Yellow, High Yield (original) 6,500 pages	23	Cart
	5. Toner Cartridge, Brother TN-456 Magenta, High Yield (original) 6,500 pages	23	Cart
	6. Ink Cartridge, EPSON, L31100 (003), black (original)	48	Btl
	7. Ink Cartridge, EPSON, C13T664100 (T6641), black (original)	21	Btl
	8. Ink Cartridge, EPSON, L31100 (003), cyan (original)	20	Btl
	9. Ink Cartridge, EPSON, L31100 (003), magenta (original)	20	Btl
	10. Ink Cartridge, EPSON, L31100 (003), yellow (original)	20	Btl
Defective Items	The Prospective Supplier shall replace the defective items, within Seven (7) days upon receipt of the notification of the defect with the same specification at no cost to the MARINA.		
Conditions and Suppliers Responsibilities	<input type="checkbox"/> The prospective supplier shall bid in the above-listed items; <input type="checkbox"/> All bids shall be considered as fixed prices and not subject to price escalation during contract implementation. <input type="checkbox"/> The prospective supplier shall deliver ONLY GENUINE INK/ORIGINAL TONER CARTRIDGES that comes in sealed and securely packed will be accepted. Refurbished and refillable will not be accepted. <input type="checkbox"/> The prospective supplier who accepted a Purchase Order and Notice to Proceed but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified in participating from future procurement activities of MARINA. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier.		
Documentary Requirements	<input type="checkbox"/> Copy of PhilGEPS Registration Number; <input type="checkbox"/> Mayor's/Business Permit; <input type="checkbox"/> Copy of Business/Income Tax Return (ITR)		
Delivery Terms	Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP).		
Payment Terms	1. Send Bill Arrangement; 2. Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA; 3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and 4. The supplier shall provide the bank account wherein payment will be credited. Preferably Land Bank Account otherwise, bank charges shall be borne by the supplier.		

PREPARED BY:

 11/29/23
RAYMART S. LLOBRERA
Procurement Division, MFAS


NOTED BY:

 11/29/23
MELLANIE T. BALIN
Chief, Procurement Division - MFAS

END-USER:


RODOLFO D. DIAWA
Chief, GSD/MFAS

RECOMMENDING APPROVAL:

 12/01/23
NENITA S. ATIENZA
Director II, MFAS


GALILEO M. GARCIA, CPA
Chief, ASD/STCWO


for SAMUEL L. BATALLA
Executive Director/STCWO

REVIEWED BY:


BUENA G. RAMOS
Head, Technical Working Group for
Goods and Services


ATTY. SHARON D. ALEJO
Chairperson, MARINA BAC

APPROVED / ~~DISAPPROVED~~:

 12/19/23
SONIA B. MALALUAN
Administrator



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

PSD NO: 09-00
Initial Issue Date: 09-14-2023
Revision Date: 09

PURCHASE REQUEST

Office:	STCW OFFICE	PR No.:	<u>2023-11-465</u>
Division/Section:	ASD	SAI No.:	<u>NOV 17 2023</u>
Date Request:			

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	cart	Toner Cartridge, Brother TN-456 Black, High Yield (original) 6,500 pages	20	5,800.00	116,000.00
2	cart	Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6,500 pages	17	8,900.00	151,300.00
3	cart	Toner Cartridge, Brother TN-456 Yellow, High Yield (original) 6,500 pages	17	8,900.00	151,300.00
4	cart	Toner Cartridge, Brother TN-456 Magenta, High Yield (original) 6,500 pages	17	8,900.00	151,300.00
5	cart	Toner Cartridge, HP CE285A (HP85A), black (original)	5	2,500.00	12,500.00
6	btl	Ink Cartridge, EPSON, L3110 13T664100(T6641), black, original	21	250.00	5,250.00
7	btl	Ink Cartridge, EPSON, L3110 (003), black (original)	30	250.00	7,500.00
8	btl	Ink Cartridge, EPSON, L3110 (003), cyan (original)	20	250.00	5,000.00
9	btl	Ink Cartridge, EPSON, L3110 (003), magenta (original)	20	250.00	5,000.00
10	btl	Ink Cartridge, EPSON, L3110 (003), yellow (original)	20	250.00	5,000.00
					610,150.00

Signature:	
Printed Name:	SAMUEL L. BATALLA
Designation:	Executive Director MARINA, STCW Office

Purpose:

For official use of the STCW Office, (4th Quarter 2023)

The ink/toner cartridges are currently not available from PS-DBM. Hence, said items will be procured from other sources/suppliers.

CERTIFICATION	
<input type="checkbox"/> FUNDS AVAILABLE INCLUDED IN THE APP (Y/N) <u>Y</u> CERTIFIED BY:	 Atty. MARIVIC S. RAMOS Chief, Budget Division

<input checked="" type="checkbox"/> Approved Signature: Printed Name: MELLANIE S. DALIN Designation: Chief, Administrative Services	<input type="checkbox"/> Disapproved PR Approver Atty. HERNANI N. FABIA 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.)



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

Form No. QMS-10/2-1
Revision No./Date: 0/15 Nov 2010

PURCHASE REQUEST

Office		MFAS		PR No. <u>2623-10-448</u>	
Division / Section		GSD		SAI No. <u>OCT 17 2023</u>	
Item No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	cart	HP 85A	25	2,500.00	62,500.00
	CART	BROTHER TN 456 BLACK	12	5,800.00	69,600.00
	CART	BROTHER TN 456 CYAN	12	8,900.00	106,800.00
	CART	BROTHER TN 456 MAGENTA	6	8,900.00	53,400.00
	CART	BROTHER TN 456 YELLOW	6	8,900.00	53,400.00
	bottle	EPSON 003 BLACK	18	250.00	4,500.00
		xx			
		GRAND TOTAL			350,200.00
			<div style="border: 1px solid black; padding: 5px;">INCLUDED IN THE APP FY <u>2023</u> CERTIFIED BY: <u>[Signature]</u> MELLANIE T. BALIN 10/17/23 —Chief, Admin. Services Div.</div>		

Requisitioning Officer

Signature: [Signature]
Printed Name: **RODOLFO R. DIANA**
Designation: Chief, General Services Division
Purpose: For the official use of MARINA Central Office for the last part of 4th quarter. Currently not available at PS-DBM, items will be procured from other sources/suppliers.

CERTIFICATION

- ☒ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE

[Signature]
ATTY. MARVIC S. RAMOS
Chief, Budget Division

Approved

Disapproved

PR Approver

Signature: [Signature]
Printed Name: **Atty. BERNANI N. TABIA**
Designation: Administrator

man 10/20/23

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