



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10018122  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** PROCUREMENT OF VARIOUS INKS AND CARTRIDGES FOR MARINA CENTRAL OFFICE AND STCW OFFICE FOR 3RD QUARTER OF FY 2023  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-07-321 & 2023-07-324	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables		
<b>Approved Budget for the Contract:</b>	PHP 966,900.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	ATTY. SHARON L. DE CHAVEZ - ALEDO The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518  bacsec@marina.gov.ph	<b>Date Published</b>	08/08/2023
		<b>Last Updated / Time</b>	07/08/2023 15:29 PM
		<b>Closing Date / Time</b>	14/08/2023 12:00 PM

#### Description

PROCUREMENT OF VARIOUS INKS AND CARTRIDGES FOR MARINA CENTRAL OFFICE AND STCW OFFICE FOR 3RD QUARTER OF FY 2023

Please see attached files or you may visit our website at <https://marina.gov.ph/small-value-procurement/>

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.

Thank you.

**Created by** ATTY. SHARON L. DE CHAVEZ - ALEDO



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 INKS AND CARTRIDGES FOR MCO & STCWO FOR 3<sup>RD</sup> QUARTER FY 2023** 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-Six Thousand and Nine Hundred Pesos (966,900.00)**. 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 14<sup>th</sup> of August 2023** at the MARINA BAC Office located at 10<sup>th</sup> Floor MARINA Building, Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

A copy of your **2023 Business/Mayor's Permit<sup>1</sup>**, **PhilGEPS Registration Number**, and **Latest Income/Business Tax Return<sup>2</sup>** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. (+632) 8524-6518 or email address at [bacsec@marina.gov.ph](mailto:bacsec@marina.gov.ph)

  
ATTY. SHARON L. DE CHAVEZ-ALEDO  
BAC Chairperson

<sup>1</sup> In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

<sup>2</sup>Manually filed tax returns or filed through the EFPS

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#### BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila

(+632) 8524-6518 | [marina.gov.ph](http://marina.gov.ph) | [2021marinabac@gmail.com](mailto: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**

<b>PROCUREMENT OF VARIOUS INKS AND CARTRIDGES FOR MCO &amp; STCWO FOR 3<sup>RD</sup> QUARTER FY 2023</b>						
<b>Item</b>	<b>Item Description</b>	<b>QTY</b>	<b>Unit</b>	<b>Supplier's Statement of Compliance</b>	<b>Unit Cost (Vat Inclusive)</b>	<b>Total Cost (Vat Inclusive)</b>
1	Toner Cartridge, Brother TN-456 black, High Yield (original) 6.500 pages	39	Cart			
2	Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6.500 pages	33	Cart			
3	Toner Cartridge, Brother TN-456 Yellow, High Yield (original) 6.500 pages	9	Cart			
4	Toner Cartridge, Brother TN-456 Magenta, High Yield (original) 6.500 pages	10	Cart			
5	Toner Cartridge, Brother DR-451 CL, High Yield (original)	10	Cart			
6	Toner Cartridge, HP CF217 (HP17A), Black Laser Jet (original)	13	Cart			
7	EPSON 003 BLACK	76	Bottle			
8	EPSON 003 CYAN	38	Bottle			
9	EPSON 003 MAGENTA	38	Bottle			
10	EPSON 003 YELLOW	38	Bottle			
11	HP 85A	25	Cart			

\*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

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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 INKS AND CARTRIDGES FOR MCO & STCWO FOR 3 <sup>RD</sup> QUARTER FY 2023					
Item	Item Description	QTY	Unit	Delivery Term	Supplier's Statement of Compliance
1	Toner Cartridge, Brother TN-456 black, High Yield (original) 6.500 pages	39	Cart	Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP)	
2	Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6.500 pages	33	Cart		
3	Toner Cartridge, Brother TN-456 Yellow, High Yield (original) 6.500 pages	9	Cart		
4	Toner Cartridge, Brother TN-456 Magenta, High Yield (original) 6.500 pages	10	Cart		
5	Toner Cartridge, Brother DR-451 CL, High Yield (original)	10	Cart		
6	Toner Cartridge, HP CF217 (HP17A), Black Laser Jet (original)	13	Cart		
7	EPSON 003 BLACK	76	Bottle		
8	EPSON 003 CYAN	38	Bottle		
9	EPSON 003 MAGENTA	38	Bottle		
10	EPSON 003 YELLOW	38	Bottle		
11	HP 85A	25	Cart		

\_\_\_\_\_  
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 INKS AND CARTRIDGES FOR MCO & STCWO FOR 3 <sup>RD</sup> QUARTER FY 2023		
Item	Description	Training Provider's Statement of Compliance
1	<ol style="list-style-type: none"> <li>1. The prospective supplier shall bid in the above-listed items;</li> <li>2. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;</li> <li>3. The prospective supplier shall deliver <b>ONLY GENUINE/ ORIGINAL TONER CARTRIDGES</b> that comes in sealed and securely packed will be accepted. Refurbished and refillable will not be accepted;</li> <li>4. The Prospective Supplier shall replace the defective items, within Seven (7) days upon receipt of the notification of the defect with the same with the same specification at no cost to the MARINA; and</li> <li>5. The Prospective Supplier shall submit the following documentary requirements: <ol style="list-style-type: none"> <li>a. Copy of PhilGEPS Registration Number;</li> <li>b. Updated Business/Mayor's Permit; and</li> <li>c. Income / Business Tax Return;</li> </ol> </li> </ol>	

\_\_\_\_\_  
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 <sup>RD</sup> QUARTER FY 2023	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p style="text-align: center;"><b>Nine Hundred Sixty-Six Thousand and Nine Hundred Pesos (P966,900.00)</b></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 where payment will be credited. Preferably Land Bank Account otherwise, bank charges shall be borne by the supplier.

## Payment Details:

<i>Banking Institution :</i>	
<i>Account Number :</i>	
<i>Account Name :</i>	
<i>Branch :</i>	

\_\_\_\_\_  
Signature over Printed Name

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

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

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

\_\_\_\_\_  
Email Address/es

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### 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

Page  
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# TERMS OF REFERENCE

<b>Project Title</b>	<b>PROCUREMENT OF VARIOUS INKS AND CARTRIDGES FOR MCO &amp; STCWO FOR 3<sup>RD</sup> QUARTER OF FY2023</b>		
<b>Approved Budget of the Contract</b>	The Approved Budget for the Contract is <b>Nine Hundred Sixty-Six Thousand Nine Hundred Pesos (P966,900.00)</b> inclusive of all applicable taxes.		
<b>Specifications/ Deliverables</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>
	Toner Cartridge, Brother TN-456 black, High Yield (original) 6.500 pages	39	Cart
	Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6.500 pages	33	Cart
	Toner Cartridge, Brother TN-456 Yellow, High Yield (original) 6.500 pages	9	Cart
	Toner Cartridge, Brother TN-456 Magenta, High Yield (original) 6.500 pages	10	Cart
	Toner Cartridge, Brother DR-451 CL, High Yield (original)	10	Cart
	Toner Cartridge, HP CF217 (HP17A), Black Laser Jet (original)	13	Cart
	EPSON 003 BLACK	76	Bottle
	EPSON 003 CYAN	38	Bottle
	EPSON 003 MAGENTA	38	Bottle
	EPSON 003 YELLOW	38	Bottle
	HP 85A	25	Cart
<b>Defective Items</b>	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.		
<b>Conditions and Suppliers Responsibilities</b>	<input type="checkbox"/> The prospective supplier shall bid in the above-listed items; and <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 <b>ONLY GENUINE/ORIGINAL TONER CARTRIDGES</b> that comes in sealed and securely packed will be accepted. Refurbished and refillable will not be accepted.		
<b>Documentary Requirements</b>	<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)		
<b>Delivery Terms</b>	Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP).		
<b>Payment Terms</b>	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 where payment will be credited. Preferably Land Bank Account otherwise, bank charges shall be borne by the supplier.		

**PREPARED BY:**

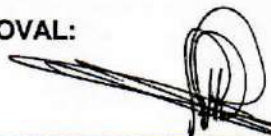
  
MARIA ELMIRA P. DAGUIO

**NOTED BY:**


  
MELLANIE T. BALIN  
Chief, Procurement Division, MFAS


**RECOMMENDING APPROVAL:**

  
Mr. RODOLFO R. DIAWA  
Chief, GSD-MFAS (End-User)

  
Dir. SAMUEL L. BATALEA  
Executive Director – STCW Office (End-User)

**REVIEWED BY:**

  
Ms. BUENA G. RAMOS  
Head, Technical Working Group for Small Value Procurement/Shopping

  
Atty. SHARON D. KLEDO  
Chairperson, MARINA BAC

**APPROVED/DISAPPROVED:**

  
Atty. WERNANI N. FABIA  
Administrator





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE

Division/Section: ASD

Date Request: 03 JUL 2023

PR No.: 2023-07-321

SAI No.: 06 JUL 2023

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	cart	Toner Cartridge, Brother TN-456 Black, High Yield (original) 6,500 pages	24	5,800.00	139,200.00
2	cart	Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6,500 pages	18	8,900.00	160,200.00
3	cart	Toner Cartridge, Brother TN-456 Yellow, High Yield (original) 6,500 pages	9	8,900.00	80,100.00
4	cart	Toner Cartridge, Brother TN-456 Magenta, High Yield (original) 6,500 pages	10	8,900.00	89,000.00
5	cart	Toner Cartridge, Brother DR-451CL, High Yield (original)	10	8,100.00	81,000.00
6	cart	Toner Cartridge, HP CF217A (HP17A), black Laser Jet (original)	13	3,800.00	49,400.00
					598,900.00
		X-X-X-X-X-X-X-X-X			

INCLUDED IN THE APP FY 2023  
CERTIFIED BY:

MELLANIE T. BALIN

Chief, Accounts & Finance Section

Signature:

Printed Name:

Designation

**SAMUEL L. BATALLA**

Executive Director  
STCW Office

Purpose:

For official use of the STCWO. (3<sup>rd</sup> Quarter 2023)

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

CERTIFICATION



FUNDS AVAILABLE



NO FUNDS AVAILABLE

**ATTY. MARIVIC S. RAMOS**

Chief, Budget Division

☐ Approved

☐ Disapproved

PR Approver

Signature:

Printed Name:

Designation

**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.)



[illegible]