



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9681273  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** PROCUREMENT OF VARIOUS OFFICE INKS AND CARTRIDGES FOR MARINA CENTRAL OFFICE AND STCW OFFICE FOR 2ND QUARTER OF FY2023  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-03-131	<b>Status</b>	<b>In-Preparation</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 572,100.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	21/04/2023
<b>Contact Person:</b>	DIR. ARSENIO F. LINGAD II 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>Last Updated / Time</b>	20/04/2023 11:52 AM
		<b>Closing Date / Time</b>	26/04/2023 12:00 PM
<b>Description</b>  PROCUREMENT OF VARIOUS OFFICE INKS AND CARTRIDGES FOR MARINA CENTRAL OFFICE AND STCW OFFICE FOR 2ND QUARTER OF FY2023  Please see attached files or you may visit our website at <a href="http://www.marina.gov.ph">www.marina.gov.ph</a> (under transparency tab)			

**Created by** DIR. ARSENIO F. LINGAD II  
**Date Created** 20/04/2023



# 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 OFFICE INKS AND CARTRIDGES FOR MCO & STCWO FOR 2ND QUARTER FOR FY 2023** in accordance with Section 52.1(b) (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Five Hundred Seventy-Two Thousand One Hundred Pesos (P572,100.00)**. 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 26 April 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 **Valid Business/Mayor's Permit<sup>1</sup>, PhilGEPS Registration Number and Business / Income Tax Return (ITR)** 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)

DIR. ARSENIO F. LINGAD II  
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

### BIDS AND AWARDS COMMITTEE

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

(+632) 8524-6518 | [marina.gov.ph](mailto: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.

Suppliers 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 OFFICE INKS AND CARTRIDGES FOR MCO &amp; STCWO FOR 2ND QUARTER FOR FY 2023</b>						
<b>No.</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>
<b>1 LOT</b>	<b>1.</b> Ink Cartridge, HPCZ107AA (HP 678), black original	20	CART			
	<b>2.</b> Toner Cartridge, Brother TN-456 black, High Yield (Original) 6,500 pages	24	CART			
	<b>3.</b> Toner Cartridge, Brother TN-456 Cyan, High Yield (Original) 6,500 pages	18	PIECE			
	<b>4.</b> Toner Cartridge, HP CF217A (HP17A), black Laser Jet (Original)	20	CART			
	<b>5.</b> Ink Cartridge, Epson C13T664100 (T6641), black, original	38	CART			
	<b>6.</b> Toner, HP19A Original Imaging Drum (CF219A)	30	CART			
	<b>7.</b> Epson 003, Black	96	BOTTLE			
	<b>8.</b> Epson 003, Cyan	38	BOTTLE			
	<b>9.</b> Epson 003, Magenta	38	BOTTLE			

10. Epson 003, Yellow	38	BOTTLE			
11. Epson t6641, Black	36	BOTTLE			
12. Epson t6642, Cyan	18	BOTTLE			
13. Epson t6643, Magenta	18	BOTTLE			
14. Epson t6644, Yellow	18	BOTTLE			

**Note: ALL DELIVERABLES MUST BE ORIGINAL, NEW, NOT REMANUFACTURED, AND NOT REFILL.**

*\*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

The delivery schedule expressed as week / months stipulates hereafter a delivery date, which is the date to the project site.

## SCHEDULE OF REQUIREMENTS

### PROCUREMENT OF VARIOUS OFFICE INKS AND CARTRIDGES FOR MCO & STCWO FOR 2ND QUARTER FOR FY 2023

No.	Specifications / Deliverables	Quantity	Unit	Delivery Term	Bidders Statement of Compliance in Delivery Date
1 LOT	1. Ink Cartridge, HPCZ107AA (HP 678), black original	20	CART	Within 7-15 calendar days from the receipt of Notice to Proceed and Purchase Order.	
	2. Toner Cartridge, Brother TN-456 black, High Yield (Original) 6,500 pages	24	CART		
	3. Toner Cartridge, Brother TN-456 Cyan, High Yield (Original) 6,500 pages	18	PIECE		
	4. Toner Cartridge, HP CF217A (HP17A), black Laser Jet (Original)	20	CART		
	5. Ink Cartridge, Epson C13T664100 (T6641), black, original	38	CART		
	6. Toner, HP19A Original Imaging Drum (CF219A)	30	CART		
	7. Epson 003, Black	96	BOTTLE		
	8. Epson 003, Cyan	38	BOTTLE		
	9. Epson 003, Magenta	38	BOTTLE		
	10. Epson 003, Yellow	38	BOTTLE		
	11. Epson t6641, Black	36	BOTTLE		
	12. Epson t6642, Cyan	18	BOTTLE		
	13. Epson t6643, Magenta	18	BOTTLE		
	14. Epson t6644, Yellow	18	BOTTLE		

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Signature over Printed Name

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Position/Designation

---

Office Telephone No.

---

Fax/Mobile No.

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Email Address/es



**CONDITIONS AND SUPPLIER  
RESPONSIBILITIES**

**PROCUREMENT OF VARIOUS OFFICE INKS AND CARTRIDGES FOR MCO & STCWO FOR 2ND  
QUARTER FOR FY 2023**

Item	Description	Bidders Statement of Compliance
1 LOT	<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 replace the defective items within seven (7) days upon receipt of notification of the defect with the specification at no cost to the MARINA; and</li> <li>4. The prospective supplier shall submit the following documents:               <ol style="list-style-type: none"> <li>a) Photo / Brochure of the product offered;</li> <li>b) Copy of PhilGEPS Registration;</li> <li>c) Mayor's/Business Permit; and</li> <li>d) Copy of Business / Income Tax Return (ITR)</li> </ol> </li> </ol>	

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

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

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

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

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

**F I N A N C I A L   O F F E R**

**PROCUREMENT OF VARIOUS OFFICE INKS AND CARTRIDGES FOR MCO & STCWO  
FOR 2ND QUARTER FOR FY 2023**

Approved Budget for the Contract (ABC)	Total Offered Quotation
<b>Five Hundred Seventy-Two Thousand One Hundred Pesos (P572,100.00)</b>	<div style="margin-bottom: 10px;">In words: _____ _____</div> <div>In figures: _____ _____ _____</div>

**Terms of Payment:**

1. Within fifteen - thirty (15-30) calendar days upon receipt of billing invoice / Statement of Account and issuance of Inspection and Acceptance report by the MARINA;
2. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
3. The supplier shall provide the bank Account wherein payment will be credited.
4. Preferably Landbank 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



### 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. 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.
10. **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.**
11. 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

<b>Project Title</b>	<b>PROCUREMENT OF VARIOUS INKS AND CARTRIDGES FOR MCO &amp; STCWO FOR 2ND QUARTER OF FY 2023</b>		
<b>Approved Budget of the Contract</b>	The Approved Budget for the Contract is <b>Five Hundred Seventy-Two Thousand One Hundred Pesos (P572,100.00)</b> inclusive of all applicable taxes.		
<b>Specifications/ Deliverables</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>
	1. Ink Cartridge, HPCZ107AA (HP678), black original	20	Cart
	2. Toner Cartridge, Brother TN-456 black, High Yield (original) 6,500 pages	24	Cart
	3. Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6,500 pages	18	Cart
	4. Toner Cartridge, HP CF217A (HP17A), black Laser Jet (original)	20	Cart
	5. Ink Cartridge, Epson C13T664100 (T6641), black, original	38	Cart
	6. Toner, HP19A Original Imaging Drum (CF219A)	30	Cart
	7. EPSON 003, Black	96	Bottle
	8. EPSON 003, Cyan	38	Bottle
	9. EPSON 003, Magenta	38	Bottle
	10. EPSON 003, Yellow	38	Bottle
	11. Epson t6641, Black	36	Bottle
	12. Epson t6642, Cyan	18	Bottle
	13. Epson t6643, Magenta	18	Bottle
	14. Epson t6644, Yellow	18	Bottle
NOTE: ALL DELIVERABLES MUST BE ORIGINAL, NEW, NOT REMANUFACTURED, AND NOT REFILL.			
<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 Supplier 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.		
<b>Documentary Requirements</b>	<input type="checkbox"/> Photo/Brochure of the product offered; <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>	Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA.		

**Prepared By:**

  
**MARIA ELMIRA P. DAGUIS**  
 Procurement Division, MFAS

**Noted By:**


  
**MELLANIE T. BALIN**  
 Chief, Procurement Division - MFAS

## RECOMMENDING APPROVAL:

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

  
**Dir. SAMUEL L. BATALLA**  
 OIC, Executive Director – STCW Office  
 (End-User)

## REVIEWED BY:

  
**Ms. MADILENE ANNA F. GALVE**  
 Head, Technical Working Group for  
 Goods and Services

  
**Dir. ARSENIO F. LINGAD II**  
 Chairperson, MARINA BAC

## APPROVED / DISAPPROVED:

  
**Atty. HERNANI N. FABIA**  
 Administrator



