



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	9142751
<b>Procuring Entity</b>	MARITIME INDUSTRY AUTHORITY (MARINA)
<b>Title</b>	PROCUREMENT OF VARIOUS INKS
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	2022-10-503	<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 60,950.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>			
<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>Date Published</b>	21/10/2022
		<b>Last Updated / Time</b>	20/10/2022 15:44 PM
		<b>Closing Date / Time</b>	26/10/2022 13:00 PM

#### Description

PROCUREMENT OF VARIOUS INKS.

Please see attached file.

You may visit our website at [marina.gov.ph](http://marina.gov.ph) (under transparency tab)

#### Other Information

Only original RFQ with fresh signature is acceptable by BAC.

RFQ with price quotation and bears fresh signature must be received by the BAC before closing date & time.

RFQ submitted after closing date & time is automatically disqualified.

**Created by** DIR. ARSENIO F. LINGAD II



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** for its **Management, Financial and Administrative Service (MFAS)** for CY 2022 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 **Sixty Thousand Nine Hundred Fifty Pesos (P60,950.00)**. 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 of October 2022** 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 **2022 Business/Mayor's Permit<sup>1</sup>, PhilGEPS Registration Number and Omnibus Sworn Statement** 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](http://marina.gov.ph) | [bacsec@marina.gov.ph](mailto:bacsec@marina.gov.ph)

**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:

**MINIMUM SPECIFICATION**

<b>PROCUREMENT OF VARIOUS INKS</b>						
<b>No.</b>	<b>Scope of Service Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Supplier's Statement of Compliance</b>	<b>Unit Cost (Vat Inclusive)</b>	<b>Total Cost (Vat Inclusive)</b>
1 LOT	1. Epson Ink 003 Black	35	bottle			
	2. Epson Ink 003 Cyan	19	bottle			
	3. Epson Ink 003 Magenta	19	bottle			
	4. Epson Ink 003 Yellow	19	bottle			
	5. Epson Ink T6641 Black	39	bottle			
	6. Epson Ink T6642 Cyan	24	bottle			
	7. Epson Ink T6643 Yellow	26	bottle			
	8. Epson Ink T6644 Magenta	26	bottle			

**Note:** All Deliverables must be Original and Genuine

*\*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.

**CONDITIONS AND SUPPLIER  
RESPONSIBILITIES**

PROCUREMENT OF VARIOUS INKS		
Item	Description	Bidders Statement of Compliance
1 LOT	<p><b>DELIVERY TERMS</b></p> <p>➤ Within 7-15 calendar days upon confirmation of Purchase Order (PO) and Notice to Proceed (NTP)</p>	
	<p><b>DOCUMENTARY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration</li> <li>2. Mayor's Permit / Business Permit</li> <li>3. Omnibus Sworn Statement</li> <li>4. Photo of the product offered</li> </ol>	

**Note:** Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.

\_\_\_\_\_  
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 INKS**

<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>Sixty Thousand Nine Hundred Fifty Pesos (P60,950.00)</b>	In words: _____ _____ _____ _____  In figures: _____ _____ _____ _____

**Terms of Payment:**

— Within Fifteen-Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA

**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. 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</b>	<b>PROCUREMENT OF VARIOUS INKS</b>																											
<b>Approved Budget of the Contract</b>	The Approved Budget for the Contract is <b>Sixty Thousand Nine Hundred Fifty Pesos (P60,950.00)</b> inclusive of all applicable taxes																											
<b>Specifications/ Deliverables</b>	<table border="1"> <thead> <tr> <th align="center">Item Description</th> <th align="center">Qty</th> <th align="center">Unit</th> </tr> </thead> <tbody> <tr> <td>1. Epson Ink 003 Black</td> <td align="center">35</td> <td align="center">bottle</td> </tr> <tr> <td>2. Epson Ink 003 Cyan</td> <td align="center">19</td> <td align="center">bottle</td> </tr> <tr> <td>3. Epson Ink 003 Magenta</td> <td align="center">19</td> <td align="center">bottle</td> </tr> <tr> <td>4. Epson Ink 003 Yellow</td> <td align="center">19</td> <td align="center">bottle</td> </tr> <tr> <td>5. Epson Ink T6641 Black</td> <td align="center">39</td> <td align="center">bottle</td> </tr> <tr> <td>6. Epson Ink T6642 Cyan</td> <td align="center">24</td> <td align="center">bottle</td> </tr> <tr> <td>7. Epson Ink T6643 Yellow</td> <td align="center">26</td> <td align="center">bottle</td> </tr> <tr> <td>8. Epson Ink T6644 Magenta</td> <td align="center">26</td> <td align="center">bottle</td> </tr> </tbody> </table> <p>Note: All Deliverables must be Original and Genuine.</p>	Item Description	Qty	Unit	1. Epson Ink 003 Black	35	bottle	2. Epson Ink 003 Cyan	19	bottle	3. Epson Ink 003 Magenta	19	bottle	4. Epson Ink 003 Yellow	19	bottle	5. Epson Ink T6641 Black	39	bottle	6. Epson Ink T6642 Cyan	24	bottle	7. Epson Ink T6643 Yellow	26	bottle	8. Epson Ink T6644 Magenta	26	bottle
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<p><b>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</b></p>																												

End-user:

  
**RODOLFO R. DIAWA**  
 Chief Administrative Officer  
 General Services Division - MFAS

  
 MADILNE G. GAVE  
 SVP-TD/6





Republic of the Philippines  
Department of Transportation  
**MARITIME INDUSTRY AUTHORITY**

**PURCHASE REQUEST**

Office: MFAS Division/Section: GSD		PR No.: 2022-10-503 SAI No.: 07 OCT 2022			
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	bottle	Ink EPSON Liquid #003 Black	35	350.00	12,250.00
2	bottle	Ink EPSON Liquid #003 Cyan	19	350.00	6,650.00
3	bottle	Ink EPSON Liquid #003 Yellow	19	350.00	6,650.00
4	bottle	Ink EPSON Liquid #003 Magenta	19	350.00	6,650.00
5	bottle	Ink EPSON Liquid (T6641) Black	39	250.00	9,750.00
6	bottle	Ink EPSON Liquid (T6642) Cyan	24	250.00	6,000.00
7	bottle	Ink EPSON Liquid (T6643) Yellow	26	250.00	6,500.00
8	bottle	Ink EPSON Liquid (T6644) Magenta	26	250.00	6,500.00
		XXXXNOTHING FOLLOWSXXXX			
		<ul style="list-style-type: none"> <li>Delivery Terms: The delivery shall be seven to fifteen (7-15) calendar days from the receipt of Notice to Proceed and Purchase Order.</li> </ul>			
		<ul style="list-style-type: none"> <li>Payment Terms: Within Fifteen-Thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA</li> </ul>			
		NOTE: ITEMS ARE INCLUDED IN THE APP 2022			
		<b>GRAND TOTAL</b>			<b>60,950.00</b>
Signature:		Requisitioning Officer			
Printed Name:		<b>RODOLFO R. DIAWA</b>			
Designation:		Chief, GSD-MFAS			
Purpose:		For the official use of MARINA Central Office (for 4th Quarter of 2022). NOTE: items are not available from PS-DBM. Hence said items will be purchased from other sources or suppliers. Attached Certificate of Non-Availability of Stocks			
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		<b>CERTIFICATION</b>   <b>ATTY. MARIVIC S. RAMOS</b> Chief, Budget Division			
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
Signature:					
Printed Name:		<b>Atty. HERNANI N. BABIA</b>			
Designation:		Administrator <i>for memo 10/10/22</i>			
Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)					

## Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. [Select one, delete the rest:]

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*