



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9884710  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** LEASE / RENTAL OF MULTI-FUNCTION PRINTERS & HEAVY DUTY MULTI-FUNCTION MACHINES WITH FREE CONSUMABLES FOR STCW OFFICE  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-02-089	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Information Technology Parts & Accessories & Perip	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 1,000,000.00		
<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>	27/06/2023
		<b>Last Updated / Time</b>	26/06/2023 12:08 PM
		<b>Closing Date / Time</b>	30/06/2023 13:00 PM
<b>Description</b>  LEASE / RENTAL OF MULTI-FUNCTION PRINTERS & HEAVY DUTY MULTI-FUNCTION MACHINES WITH FREE CONSUMABLES FOR STCW OFFICE  Please see attached files or you may visit our website at <a href="https://marina.gov.ph/small-value-procurement/">https://marina.gov.ph/small-value-procurement/</a>			

**Created by** ATTY. SHARON L. DE CHAVEZ - ALEDO  
**Date Created** 26/06/2023

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





**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 **Lease/Rental of Multi-Function Printers & Heavy Duty Multi-function Machines with Free Consumables for the STCW Office** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Million Pesos (P1,000,000.00)**. 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 30 June 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, Income/ Business Tax Return, Omnibus Sworn Statement<sup>2</sup> and at Least Three Satisfactory Performance Certificate From Clients Within The Past Three (3) Years** 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**

  
**ATTY. SHARON D. ALEJO**  
BAC Chairperson

<sup>1</sup> an expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of the Business or Mayor's permit after award of contract

<sup>2</sup> an unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract.

### **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:

Item No.	Description/Technical Specifications	Supplier's Statement of Compliance	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
<b>1 LOT</b>	<b>Fifteen (15) units of color multi-functions printers</b>  <b>Technical Specifications:</b> <ul style="list-style-type: none"> <li>• All-in-One Functions: Print, Scan, Copy</li> <li>• Printing Method: Print head</li> <li>• Printing Resolution: 5,760 x 1,440 DPI</li> <li>• Printing Speed: 10 pages/min Monochrome</li> <li>• Printing Speed: 15 pages/min</li> <li>• Single-sided scan speed (A4 black): 200 DPI; 11 sec. with flatbed scan</li> <li>• Single-sided scan speed (A4 color): 200 DPI; 32 sec. with flatbed scan</li> <li>• Output formats: BMP, JPEG, PICT, TIFF, multi-TIFF, PDF, PNG</li> <li>• Scanner type: Contact image sensor (CIS)</li> <li>• Optical Resolution: 600 DPI x 1,200 DPI (Horizontal x Vertical)</li> <li>• Number of paper trays: 1</li> <li>• Paper Formats: C6 (Envelope), B5 (17.6x25.7 cm), A6 (10.5x14.8 cm), A5 (14.8x21.0 cm), A4 (21.0x29.7 cm), Legal, User defined, 13 x 18 cm, 10 x 15 cm, Letter, No. 10 (Envelope), DL (Envelope), 16:9</li> <li>• Duplex: Manual</li> <li>• Year Model must be within three (3) years from manufacturing date (2019)</li> </ul>			
	<b>Eight (8) units of heavy duty multi-function monochrome (copier, printer and scanner)</b>  <b>Technical Specifications:</b> <ul style="list-style-type: none"> <li>• Print Speed: 40ppm</li> <li>• All-in-One Functions: Print, Scan, Copy</li> </ul>			



	<ul style="list-style-type: none"> <li>• Capable of network printing and scanning</li> <li>• Digital Type: Automatic Electronic Sorter and feeder with back-to-back feature</li> <li>• Energy Efficient / Energy Saving feature</li> <li>• Multi-copy 1-999 Sheets</li> <li>• Warm Up time: Less than 50 seconds.</li> <li>• with automatic back-to-back copying</li> <li>• Reduction / enlargement: 25-400%</li> <li>• Accepted (feed) originals: A5 to A3</li> <li>• Type: console</li> <li>• Paperweights: Top Tray, Middle Tray and Bottom Tray</li> <li>• Full Color Display Panel</li> <li>• Scan Speed: up to 70ppm (original per minute)</li> <li>• Year Model must be within three (3) years from manufacturing date (2019)</li> </ul>			
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\_\_\_\_\_  
Signature over Printed Name

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

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

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

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

## SCHEDULE OF REQUIREMENTS

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

Item No.	Description	Delivery Schedule	Supplier's Statement of Compliance
1 LOT	<b>Fifteen (15) units of color multi-functions printers</b> <b>Technical Specifications:</b> <ul style="list-style-type: none"> <li>• All-in-One Functions: Print, Scan, Copy</li> <li>• Printing Method: Print head</li> <li>• Printing Resolution: 5,760 x 1,440 DPI</li> <li>• Printing Speed: 10 pages/min Monochrome</li> <li>• Printing Speed: 15 pages/min</li> <li>• Single-sided scan speed (A4 black): 200 DPI; 11 sec. with flatbed scan</li> <li>• Single-sided scan speed (A4 color): 200 DPI; 32 sec. with flatbed scan</li> <li>• Output formats: BMP, JPEG, PICT, TIFF, multi-TIFF, PDF, PNG</li> <li>• Scanner type: Contact image sensor (CIS)</li> <li>• Optical Resolution: 600 DPI x 1,200 DPI (Horizontal x Vertical)</li> <li>• Number of paper trays: 1</li> <li>• Paper Formats: C6 (Envelope), B5 (17.6x25.7 cm), A6 (10.5x14.8 cm), A5 (14.8x21.0 cm), A4 (21.0x29.7 cm), Legal, User defined, 13 x 18 cm, 10 x 15 cm, Letter, No. 10 (Envelope), DL (Envelope), 16:9</li> <li>• Duplex: Manual</li> <li>• Year Model must be within three (3) years from manufacturing date (2019)</li> </ul>	Complete the installation of all the required units within Fifteen (15) days upon receipt of Notice to Proceed (NTP).	
	<b>Eight (8) units of heavy duty multi-function monochrome (copier, printer and scanner)</b> <b>Technical Specifications:</b> <ul style="list-style-type: none"> <li>• Print Speed: 40ppm</li> <li>• All-in-One Functions: Print, Scan, Copy</li> <li>• Capable of network printing and scanning</li> <li>• Digital Type: Automatic Electronic Sorter and feeder with back-to-back feature</li> <li>• Energy Efficient / Energy Saving feature</li> <li>• Multi-copy 1-999 Sheets</li> <li>• Warm Up time: Less than 50 seconds.</li> <li>• with automatic back-to-back copying</li> <li>• Reduction / enlargement: 25-400%</li> <li>• Accepted (feed) originals: A5 to A3</li> <li>• Type: console</li> <li>• Paperweights: Top Tray, Middle Tray and Bottom Tray</li> <li>• Full Color Display Panel</li> <li>• Scan Speed: up to 70ppm (original per minute)</li> </ul>		



	<ul style="list-style-type: none"> <li>• Year Model must be within three (3) years from manufacturing date (2019)</li> </ul> <p><b>General Scope of Services:</b></p> <ol style="list-style-type: none"> <li>1. The Service Provider shall supply, deliver and install/configure multi-function printers/heavy duty multi-function machines to each user/divisions identified by the STCW Office.</li> <li>2. The Service Provider must complete the delivery and installation of all the required units within Fifteen (15) days upon receipt of Notice to Proceed (NTP).</li> <li>3. In case of service breakdown, the Service Provider, at its expense, shall send a qualified technician to repair the equipment within the day from receipt of notification from the user. In the event of faulty equipment or when the equipment needs repair, the Service Provider must pull-out and provide a replacement or service unit within the next business day from receipt of request thru phone or email. The replacement unit must have same qualifications or higher than the original unit.</li> <li>4. The Service Provider shall provide the name and contacts of at least two (2) personnel who shall act as a focal person for official communications pertaining to the services. The focal person shall be available at all times during official working hours.</li> <li>5. The Service Provider shall assign a specific person who will be responsible for the weekly supply of consumables and maintenance of the equipment.</li> <li>6. The Service Provider shall provide well-trained and knowledgeable personnel who will train the IT, end-users and other users on how to operate the machine and conduct basic onsite trouble shooting.</li> <li>7. Any offer for added feature, material and/or service shall be at no additional cost to procuring office.</li> </ol>		
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\_\_\_\_\_  
Signature over Printed Name

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

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

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

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

<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<p style="text-align: center;"><b>One Million Pesos</b> <b>(P1,000,000.00)</b></p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<b>Terms of Payment:</b>	<p>Payment shall be made within fifteen to thirty (15-30) calendar days from the receipt of monthly billing invoice/Statement of Account.</p> <p>In case of Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, or other Commercial Banks, the applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.</p>
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, denominated in Philippine peso, shall include all taxes, duties and/or other charges payable relative to the items described in the RFQ.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submission in response to the RFQ shall be in hard copy with fresh signature only. Submission in electronic copies shall not be entertained.**
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.

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Signature over Printed Name

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Position/Designation





**TERMS OF REFERENCE**

**LEASE/RENTAL OF MULTI-FUNCTION PRINTERS & HEAVY DUTY MULTI-FUNCTION MACHINES WITH FREE CONSUMABLES FOR THE STCW OFFICE**

**I. Background:**

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DoTr), wishes to receive quotations from interested Service Providers for the lease/rental of multi-function printers & heavy duty multi-function machines with free consumables for the official use of the STCW Office.

**II. Objective:**

To lease multi-function, high volume color and black and white network printers and heavy multi-function machines with free consumables from reputable service providers to meet and respond to the needs of STCW Offices for printing, copying, scanning for its day-to-day operations. Service will be provided based on the terms and conditions stipulated in this TOR.

**III. Budget:**

The Approved Budget of the Contract is **One Million Pesos Only** (**P1,000,000.00**), which will be charged against the MARINA Central Office funds FY 2023.

**IV. Period of Implementation:**

The lease shall take effect for a period of one (1) year

**V. Technical Specifications:**

The following minimum features/specifications and capabilities must be met:

a. **Fifteen (15) units** of color multi-functions printers with the following specifications:

- All-in-One Functions: Print, Scan, Copy
- Printing Method: Print head
- Printing Resolution: 5,760 x 1,440 DPI
- Printing Speed: 10 pages/min Monochrome



- Printing Speed: 15 pages/min
- Single-sided scan speed (A4 black): 200 DPI; 11 sec. with flatbed scan
- Single-sided scan speed (A4 color): 200 DPI; 32 sec. with flatbed scan
- Output formats: BMP, JPEG, PICT, TIFF, multi-TIFF, PDF, PNG
- Scanner type: Contact image sensor (CIS)
- Optical Resolution: 600 DPI x 1,200 DPI (Horizontal x Vertical)
- Number of paper trays: 1
- Paper Formats: C6 (Envelope), B5 (17.6x25.7 cm), A6 (10.5x14.8 cm), A5 (14.8x21.0 cm), A4 (21.0x29.7 cm), Legal, User defined, 13 x 18 cm, 10 x 15 cm, Letter, No. 10 (Envelope), DL (Envelope), 16:9
- Duplex: Manual
- Year Model must be within three (3) years from manufacturing date (2019)

b. **Eight (8) units** of heavy duty multi-function monochrome (copier, printer and scanner)

- Print Speed: 40ppm
- All-in-One Functions: Print, Scan, Copy
- Capable of network printing and scanning
- Digital Type: Automatic Electronic Sorter and feeder with back-to-back feature
- Energy Efficient / Energy Saving feature
- Multi-copy 1-999 Sheets
- Warm Up time: Less than 50 seconds.
- with automatic back-to-back copying
- Reduction / enlargement: 25-400%
- Accepted (feed) originals: A5 to A3
- Type: console
- Paperweights: Top Tray, Middle Tray and Bottom Tray
- Full Color Display Panel
- Scan Speed: up to 70ppm (original per minute)
- Year Model must be within three (3) years from manufacturing date (2019)

**VI. General Scope of Services:**

1. The Service Provider shall supply, deliver and install/configure multi-function printers/heavy duty multi-function machines to each user/divisions identified by the STCW Office.
2. The Service Provider must complete the installation of all the required units within Fifteen (15) days upon receipt of Notice to Proceed (NTP).

3. In case of service breakdown, the Service Provider, at its expense, shall send a qualified technician to repair the equipment within the day from receipt of notification from the user. In the event of faulty equipment or when the equipment needs repair, the Service Provider must pull-out and provide a replacement or service unit within the next business day from receipt of request thru phone or email. The replacement unit must have same qualifications or higher than the original unit.
4. The Service Provider shall provide the name and contacts of at least two (2) personnel who shall act as a focal person for official communications pertaining to the services. The focal person shall be available at all times during official working hours.
5. The Service Provider shall assign a specific person who will be responsible for the weekly supply of consumables and maintenance of the equipment.
6. The Service Provider shall provide well-trained and knowledgeable personnel who will train the IT, end-users and other users on how to operate the machine and conduct basic onsite trouble shooting.
7. Any offer for added feature, material and/or service shall be at no additional cost to procuring office.

**VII. Qualifications of Bidder:**

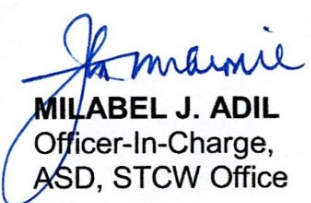
1. The Bidder must submit a valid PHILGEPS registration.
2. The Bidder must submit at least three satisfactory performance certificate from the past clients within the past three (3) years.
3. The Bidder must submit a valid Mayor's/Business Permit
4. The Bidder must submit a Latest Income Tax Return (ITR)
5. The Bidder must submit an Omnibus Sworn Statement

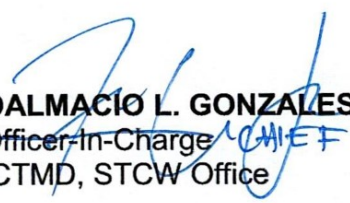
**VIII. Terms of Payment:**

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




**Prepared by:**

  
**MILABEL J. ADIL**  
Officer-In-Charge,  
ASD, STCW Office

  
**DALMACIO L. GONZALES JR.**  
Officer-In-Charge <sup>CHIEF</sup>  
ICTMD, STCW Office

**Recommending approval:**

  
**SAMUEL L. BATALLA**  
Officer-In-Charge,  
Office of the Executive Director  
STCW Office

**Reviewed by:**

  
**JOHN GUARDAYA**  
Head. TWG for IT

  
**ATTY. SHARON D. ALEDO**  
Chairperson, MARINA BAC

**APPROVED / DISAPPROVED:**

  
**Atty. HERNANI N. FABIA**  
Administrator