



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS
MARITIME INDUSTRY AUTHORITY
STCW OFFICE



PURCHASE REQUEST

Office: STCWO

Division/Section: Certification Div.

Date Request: November 3, 2017

PR No. : 2017-11-663 dtd 11-9-17

SAI No. :

[illegible]

INCLUDED IN THE APP for FY 2017

Signature **CONSUELO T. DELA CRUZ**

Printed Name: _____ Procurement Section

Designation

Requisitioning Officer

ATTY. VERA JOY S. BAN-EG

Officer - In - Charge

Office of the Executive Director
(Deputy Executive Director)

Purpose: FOR OFFICIAL USE OF THE CERTIFICATION DIVISION (PRINTING OF Certificate of Competency & Certificate of Endorsement)

- ☒ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE

CERTIFICATION

MELLANIE T. BALIN

OIC, Budget Div./Admin Officer V

☒ Approved

☐ Disapproved

PR Approver

Signature: _____

Printed Name:

Designation

MARCIAL QUIRICO C. AMARO III, PhD

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.)

TERMS OF REFERENCE

FOR THE PROCUREMENT OF TONERS WITH FREE USE OF PRINTERS

INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities for the procurement of toners for the printing of Certificate of Competency (COC) and Certificate of Endorsement (COE).

APPROVED BUDGET FOR THE CONTRACT

The price quotation should not exceed the Approved Budget for the Contract (ABC) of **Six Hundred Thirty Thousand Pesos** (Php630,000.00) inclusive of VAT and all other applicable taxes and charges.

LOGISTICAL REQUIREMENTS:

The prospective bidders should be able to provide the following:


a. Toners, as follows:

ITEM DESCRIPTION	QTY
Black	72 pcs
Cyan	60 pcs
Yellow	60 pcs
Magenta	60 pcs

- b. Free use of five (5) units printer preferably HP2025 or equivalent;
- c. In case of breakdown of printer, the prospective bidder shall immediately replace the printer with the same model within one (1) day;
- d. Free repair and maintenance service of printer;
- d. Provide on-call technician support. The technician shall be available during office hours to assist client; and
- e. The prospective bidder shall replace any defective toner/s with the same quality and specifications at no cost to the MARINA within three (3) days upon receipt of notification of the defect.

OFFICIAL CONTACT FOR EXPRESSION OF INTEREST

Interested applicants are invited to submit their letter of intent on _____ to:


MAY M. MANANGHAYA
OIC, Administrative Services Division
STCW Office
Maritime Industry Authority
984 Taft Avenue cor. Kalaw Street
Ermita, Manila

MATRIX FOR FREE USE OF PRINTERS (HP2025)

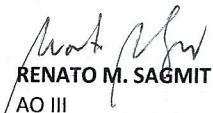
(for 3 months consumption)

ITEM/DESCRIPTION	Dec-17 2017	Jan. 2018 2017	Feb. 2018 2017	TOTAL
CC 530 AC, BLACK (REMA)	24	24	24	72
CC 531 AC, CYAN (REMA)	20	20	20	60
CC532 AC, YELLOW (REMA)	20	20	20	60
CC533 AC, MAGENTA (REMA)	20	20	20	60

Consumption of toner per month

CC 530 AC, BLACK 6 toners x 4 printers = 24 toners/month
CC 531 AC, CYAN 5 toners x 4 printers = 20 toners/ month
CC 532 AC, YELLOW 5 toners x 4 printers = 20 toners/ month
CC533 AC, MAGENTA 5 toners x 4 printers = 20 toners/ month

Prepared by:


RENATO M. SAGMIT
AO III

Noted by:


MAY M. MANANGHAYA
OIC, ASD/STCWO