



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE

Division/Section: ASD

Date Request: Jan. 06, 2020

PR No.: 2020-01-002

SAI No.: JAN 08 2020

| Item No. | Unit | Item Description   | Quantity | Unit Cost | Total Cost |
|----------|------|--|----------|-----------|------------|
|          |      | For Brother Laser Printer, HL-L8360CDW                                     |          |           |            |
|          | cart | Toner Cart, Brother TN-456 Black, high yield 6500 pages (original toner)   | 40       | 5,080.40  | 203,216.00 |
|          | cart | Toner Cart, Brother TN-456 Cyan, high yield 6500 pages (original toner)    | 30       | 8,569.60  | 257,080.00 |
|          | cart | Toner Cart, Brother TN-456 Yellow, high yield 6500 pages (original toner)  | 30       | 8,569.60  | 257,080.00 |
|          | cart | Toner Cart, Brother TN-456 Magenta, high yield 6500 pages (original toner) | 30       | 8,569.60  | 257,080.00 |
|          |      | X-X-X-X-X-X-X  |          |           | 974,480.00 |

Requisitioning Officer

Signature:

Printed Name:

Designation

ATTY. VERA JOY S. BAN-EG

Deputy Executive Director  
STCW Office

Purpose:

For official use of the STCW. (for printing of COC, COE, COP and other STCW documents) for 1<sup>st</sup> Quarter 2020 use.

CERTIFICATION



FUNDS AVAILABLE



NO FUNDS AVAILABLE

RALPH A. NARVAEZ

OIC, Budget Division



Approved



Disapproved

PR Approver

Signature:

Printed Name:

Designation

VADM NARCISO A VINGSON JR

OIC, 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 FOR BROTHER LASER PRINTER  
MODEL HL-L8360CDW**

**1. 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 following :

| CONTRACT PACKAGE | ITEM DESCRIPTION   | QTY | UNIT |
|------------------|--|-----|------|
| 1 LOT            | TONER CART, BROTHER TN-456 CYAN, HIGH YIELD 6500 PAGES (ORIGINAL TONER)    | 30  | CART |
|                  | TONER CART, BROTHER TN-456 YELLOW, HIGH YIELD 6500 PAGES (ORIGINAL TONER)  | 30  | CART |
|                  | TONER CART, BROTHER TN-456 MAGENTA, HIGH YIELD 6500 PAGES (ORIGINAL TONER) | 30  | CART |
|                  | TONER CART, BROTHER TN-456 BLACK, HIGH YIELD 6500 PAGES (ORIGINAL TONER)   | 40  | CART |

**2. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **NINE HUNDRED SEVENTY-FOUR THOUSAND FOUR HUNDRED EIGHTY PESOS ONLY (P974,480.00)** is available which will be charged against the MARINA Central Office funds FY 2019.

**3. CONDITIONS AND SUPPLIER RESPONSIBILITIES:**

- 3.1 The prospective supplier shall bid in the above-listed items;
- 3.2 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.3 The prospective supplier shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA; and
- 3.4 The prospective supplier shall submit the following documents:
  - a. Copy of PhilGEPS Registration;
  - b. Mayor's/Business Permit
  - c. Authorized Certificate of Distributorship of Brother Toners

**4. TERMS OF PAYMENT:**

- 4.1 Send Bill Arrangement;
- 4.2 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 4.3 The supplier shall provide the bank Account wherein payment will be credited.