

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 6,500 PAGES (ORIGINAL TONER)	30	CART
	TONER CART, BROTHER TN-456 YELLOW, HIGH YIELD 6,500 PAGES (ORIGINAL TONER)	30	CART
	TONER CART, BROTHER TN-456 MAGENTA, HIGH YIELD 6,500 PAGES (ORIGINAL TONER)	30	CART
	TONER CART, BROTHER TN-456 BLACK, HIGH YIELD 6,500 PAGES (ORIGINAL TONER)	40	CART

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **NINE HUNDRED SEVENTY-EIGHT THOUSAND PESOS ONLY (P978,000.00)** is available which will be charged against the MARINA Central Office funds FY 2020.

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.



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE

PR No.: 2020-06-032 STCWO

JUN 11 2020

Division/Section: ASD

SAI No.: _____

Date Request: June 04, 2020

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		TONERS FOR BROTHER LASER PRINTER, HL-L8360CDW			
	cart	Toner Cart, Brother TN - 456 Black, high yield 6,500 pages (original toner)	40	5,100.00	204,000.00
	cart	Toner Cart, Brother TN - 456 Cyan, high yield 6,500 pages (original toner)	30	8,600.00	258,000.00
	cart	Toner Cart, Brother TN - 456 Yellow, high yield 6,500 pages (original toner)	30	8,600.00	258,000.00
	cart	Toner Cart, Brother TN - 456 Magenta, high yield 6,500 pages (original toner)	30	8,600.00	258,000.00
		X-X-X-X-X-X-X			978,000.00

Requisitioning Officer

Signature: _____

Printed Name: _____

ATTY. VERA JOY S. BAN-EG

Designation: _____

Deputy Executive Director
STCW Office

Purpose: For official use of the STCWO (for printing of COC, COE and COP and other STCW documents) for 3rd Quarter 2020

CERTIFICATION



FUNDS AVAILABLE



NO FUNDS AVAILABLE

RALPH A. NARVAEZ

Chief, Budget Division



Approved



Disapproved

PR Approver

Signature: _____

Printed Name: _____

VADM ROBERT A EMPEDRAD AFP (Ret)

Designation: _____

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.)