

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) | 32 | 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 NINETY-FIVE THOUSAND AND TWO HUNDRED PESOS ONLY (P995,200.00)** is available which will be charged against the MARINA Central Office funds FY 2020.

3. CONDITIONS AND SUPPLIER RESPONSIBILITIES:

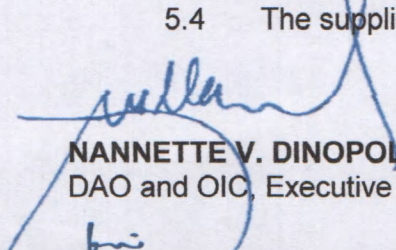
- 3.1 The prospective supplier shall bid in the above-listed items;
- 3.2 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.3 The prospective supplier shall replace the defective items within ten (10) days upon receipt of notification 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
 - d. Copy of Business/ Income Tax Return (ITR)

4. PERIOD OF DELIVERY:

The delivery shall be thirty (30) calendar days from the receipt of Notice to Proceed and Purchase Order.

5. TERMS OF PAYMENT:

- 5.1 Send Bill Arrangement;
- 5.2 Payment shall be made within fifteen (15) working days upon issuance of Inspection and Acceptance Report;
- 5.3 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 5.4 The supplier shall provide the bank Account wherein payment will be credited.


NANNETTE V. DINOPOLO
DAO and OIC, Executive Director-STCWO

MARINA-OIC-ED, STCWO-1894

**TERMS OF REFERENCE
FOR THE PROCUREMENT OF TONERS
FOR BROTHER LASER PRINTER MODEL HL-L8360CDW**

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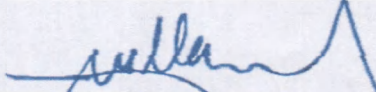
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Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

| | | | |
|-------------------|-------------------------|----------|-----------------------------|
| Office: | <u>STCW OFFICE</u> | PR No.: | <u>2020 - 10 - 052 STCW</u> |
| Division/Section: | <u>ASD</u> | SAI No.: | <u>OCT 15 2020</u> |
| Date Request: | <u>October 07, 2020</u> | | |

| Item No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|----------|------|---|----------|-----------|------------|
| | | TONERS FOR BROTHER LASER PRINTER, HL-L8360CDW | | | |
| 1 | cart | Toner Cart, Brother TN - 456 Black, high yield 6,500 pages (original toner) | 40 | 5,100.00 | 204,000.00 |
| 2 | cart | Toner Cart, Brother TN - 456 Cyan, high yield 6,500 pages (original toner) | 32 | 8,600.00 | 275,200.00 |
| 3 | cart | Toner Cart, Brother TN - 456 Yellow, high yield 6,500 pages (original toner) | 30 | 8,600.00 | 258,000.00 |
| 4 | 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 | | | 995,200.00 |
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Requisitioning Officer

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| Signature: | |
| Printed Name: | NANNETTE V. DINOPOL |
| Designation | DAO and OIC- Executive Director MARINA, STCW Office 1893 |

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| Purpose: | For official use of the STCW. (for printing of COC, COE and COP and other STCW documents) for 4th Quarter 2020 |
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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.)