

TERMS OF REFERENCE SUPPLY AND DELIVERY OF VARIOUS INK CARTRIDGES AND TONERS

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:

Item No.	Item Description	Quantity	Unit
	Supply and Delivery of Various Ink Cartridges and Toners	1	Lot
	FOR EPSON L-31000 PRINTER		
1	Ink Cart, Epson (003), Black original	70	Cart
2	Ink Cart, Epson (003), Cyan original	50	Cart
3	Ink Cart, Epson (003), Yellow original	50	Cart
4	Ink Cart, Epson (003), Magenta original	50	Cart
	FOR EPSON L-31000 PRINTER		
5	Ink Cart, Epson, C13T664100 (T6641), Black, original	70	Cart
6	Ink Cart, Epson, C13T664100 (T6642), Cyan, original	30	Cart
7	Ink Cart, Epson, C13T664100 (T6643), Yellow, original	30	Cart
8	Ink Cart, Epson, C13T664100 (T6644), Magenta, original	30	Cart
	FOR HP DESK JET PRINTER		
9	Ink Cart, HP F6V27AA (Hp680), Black, original	175	Cart
10	Ink Cart, HP F6V26AA (Hp680), Colored, original	150	Cart
	FOR HP PRINTERS LASER JET PRO M102W		
11	Toner, HP19 Original Imaging Drum (CF219A)	6	Cart
12	Toner Cart, HP CF217A (HP17) Black (original)	12	Cart
	FOR HP LASER JET PRO M181FW MFP		
13	Toner Cart, HP204, black , original (CF510A)	8	Cart
14	Toner Cart, HP204, cyan , original (CF511A)	6	Cart
15	Toner Cart, HP204, yellow , original (CF512A)	6	Cart
16	Toner Cart, HP204, magenta , original (CF513A)	6	Cart
17	Toner, Brother Drum Kit DR-451CL-30,000 pages	10	Cart

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Five Hundred Twenty-six Thousand Nine Hundred Twenty-five Pesos (P526,925.00)** 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

3.4 All items must be original; and

3.5 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, Epson and HP Products.
- d. Copy of Business/ Income Tax Return (ITR)

4. PERIOD OF DELIVERY:

The delivery shall be seven (7) calendar days from the receipt of Notice to Proceed and Purchase Order.

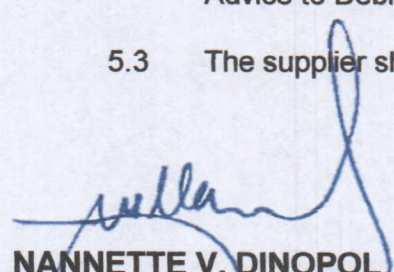
5. TERMS OF PAYMENT:

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);

5.3 The supplier shall provide the bank Account wherein payment will be credited.



NANNETTE V. DINOPOL

Deputy Administrator for Operations and
Officer-In-Charge, Executive Director
STCW Office
MARINA-OIC-ED, STCWO-1357



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE

PR No.: 2020-09-048 STCW

Division/Section: ASD

SAI No.: SEP 21 2020

Date Request: 15 September 2020

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
FOR EPSON L-31000 PRINTER					
1		Ink Cart, Epson (003), Black original	70	400.00	28,000.00
2		Ink Cart, Epson (003), Cyan original	50	400.00	20,000.00
3		Ink Cart, Epson (003), Yellow original	50	400.00	20,000.00
4		Ink Cart, Epson (003), Magenta original	50	400.00	20,000.00
FOR EPSON L-31000 PRINTER					
5		Ink Cart, Epson, C13T664100 (T6641), Black, original	70	300.00	21,000.00
6		Ink Cart, Epson, C13T664100 (T6642), Cyan, original	30	300.00	9,000.00
7		Ink Cart, Epson, C13T664100 (T6643), Yellow, original	30	300.00	9,000.00
8		Ink Cart, Epson, C13T664100 (T6644), Magenta, original	30	300.00	9,000.00
FOR HP DESK JET PRINTER					
9		Ink Cart, HP F6V27AA (Hp680), Black, original	175	425.00	74,375.00
10		Ink Cart, HP F6V26AA (Hp680), Colored, original	150	425.00	63,750.00
FOR HP PRINTERS LASER JET PRO M102W					
11		Toner, HP19 Original Imaging Drum (CF219A)	6	4,900.00	29,400.00
12		Toner Cart, HP CF217A (HP17) Black (original)	12	4,400.00	52,800.00
FOR HP LASER JET PRO M181FW MFP					
13		Toner Cart, HP204, black, original (CF510A)	8	3,400.00	27,200.00
14		Toner Cart, HP204, cyan, original (CF511A)	6	3,800.00	22,800.00
15		Toner Cart, HP204, yellow, original (CF512A)	6	3,800.00	22,800.00
16		Toner Cart, HP204, magenta, original (CF513A)	6	3,800.00	22,800.00
17		Toner, Brother Drum Kit DR-451CL-30,000 pages	10	7,500.00	75,000.00
					P 526,925.00

Requisitioning Officer

Signature:

Printed Name:

ENGR. NANNETTE Z. VILLAMOR-DINOPOL

Designation

Deputy Administrator for Operations and
Officer-In-Charge Office of the Executive Director STCW Office 1356

Purpose:

FOR OFFICIAL USE OF THE DIFF. STCW OFFICES

Note: The items are currently not available from PS-DBM.

CERTIFICATION



FUNDS AVAILABLE



NO FUNDS AVAILABLE

MR. RALPH A. NARVAEZ

OIC, Budget Division

☐ Approved

☐ Disapproved

PR Approver