



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7486194  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** LEASE OF PHOTOCOPYING MACHINES FOR MARINA CENTRAL OFFICE COVERING THE PERIOD MARCH TO DECEMBER 2021  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2021-02-046	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Reproduction Services		
<b>Approved Budget for the Contract:</b>	PHP 600,250.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	10 Month/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	Atty. Maximo I. Bañares The BAC Chairperson MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 2021marinabac@gmail.com	<b>Date Published</b>	20/02/2021
		<b>Last Updated / Time</b>	19/02/2021 11:24 AM
		<b>Closing Date / Time</b>	24/02/2021 13:00 PM
<b>Description</b>  LEASE OF PHOTOCOPYING MACHINES FOR MARINA CENTRAL OFFICE COVERING THE PERIOD MARCH TO DECEMBER 2021  Please see attached file.  You may visit our website at: <a href="http://marina.gov.ph">marina.gov.ph</a> (under transparency tab)			

**Created by** Atty. Maximo I. Bañares  
**Date Created** 19/02/2021

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**TERMS OF REFERENCE**  
**LEASE/RENTAL OF PHOTOCOPYING MACHINES FOR MARINA CENTRAL**  
**OFFICE**

**1. BACKGROUND OF THE PROJECT**

The Maritime Industry Authority (MARINA) created in June 1974 by virtue of Presidential Decree No. 474, is in need of photocopying machines for rent for its reproduction needs. It's present contract with the current photocopying company was already expired, thus, the need to procure in compliance with RA 9184 or the Government Procurement Law.

**2. PROJECT OBJECTIVE**

To engage the services of a company that can provide MARINA its reproduction needs through rental of photocopying machines for its day-to-day operations.

**3. SPECIFIC REQUIREMENT**

Minimum of 80,000 combined copies per month; rate per copy is inclusive of VAT and all applicable taxes;

**4. TECHNICAL AND OTHER REQUIREMENTS**

Hereunder are the minimum technical requirements required by MARINA for the rental of twelve (12) units photocopying machine:

**4.1 Nine (9) units Heavy Duty Photocopying Machine (Monochrome copy)**

- 4.1.1 Copy Speed: 45 copies per minute
- 4.1.2 Maximum paper size: 11" x 17"
- 4.1.3 Back to back copying capability
- 4.1.4 Duplex document feeder
- 4.1.5 Sorting and grouping features
- 4.1.6 Automatic paper selection
- 4.1.7 33% to 400% reduction/enlargement
- 4.1.8 1 to 999 continuous copying
- 4.1.9 A3 maximum original size
- 4.1.10 A3 to A5R copy size
- 4.1.11 Front loading paper supply

**4.2 Three (3) units Heavy Duty Photocopying Machine (Colored copy/print)**

- 4.2.1 Copy Speed: 45 copies per minute
- 4.2.2 Maximum paper size: 11" x 17"
- 4.2.3 Back to back copying capability
- 4.2.4 Duplex document feeder
- 4.2.5 Sorting and grouping features
- 4.2.6 Automatic paper selection
- 4.2.7 33% to 400% reduction/enlargement
- 4.2.8 1 to 999 sheets continuous copying
- 4.2.9 A3 maximum original size



- 4.2.10 A3 to A5R copy size
- 4.2.11 Front loading paper supply

- 4.3 Provision of one (1) operator/technician to work eight (8) hours per day from Monday to Friday and to work overtime when necessary;
- 4.4 Provision of replacement unit, in case the repair of the defective machine(s) exceeds six (6) hours;
- 4.5 Supply of labor, tools, and equipment for the repair and preventive maintenance of the assigned photocopying machines shall be for the account of the winning supplier; and
- 4.6 Supply of all consumables i.e., toner, developer, etc., shall be for the account of the winning supplier excluding copy paper.

## **5. BUDGET**

The Approved Budget of the Contract (ABC) is **Six Hundred Thousand Two Hundred Fifty Pesos (P600,250.00)** for ten (10) months.

## **6. DURATION OF CONTRACT**

The contract for the rental of photocopying machines shall be for a period of ten (10) months covering the period 01 March to December 31, 2021 reckoned from the date of issuance of the Notice to Proceed.

## **7. DOCUMENTARY REQUIREMENTS**

- a. Letter of Intent and Quotation
- b. Valid Business/Mayor's permit
- c. Updated PhilGEPS Registration
- d. ITR
- e. Omnibus Sworn Statement

## **8. PAYMENTS TERMS**

Within fifteen (15) days upon receipt of the billing statement, complete with supporting documents, through Advice to Debit Account (ADA).

***Prepared by:***



**RODOLFO R. DIAWA**  
OIC-Chief, General Services Division  
Management, Financial and Administrative Service  
15 February 2021



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15 February 2021





Republic of the Philippines  
Department of Transportation  
**MARITIME INDUSTRY AUTHORITY**

**PURCHASE REQUEST**

Office: <b>MFAS</b>		PR No. <b>2021-02-046</b>			
Division/Section:		SAI No.: <b>FEB 08 2021</b>			
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	lot	Lease/Rental of Photocopying Machines with the rate based on the combined photocopies of documents for the MARINA Central Office covering the period of ten (10) months. <b>Period covered: March to December 2021</b>	80,000 per month or 800,000 for 10 months		600,250.00
		<b>xxxnothing followsxxx</b>			
		<b>Total</b>			600,250.00
Requisitioning Officer					
Signature:					
Printed Name:		<b>RODOLFO R. DIAWA</b>			
Designation		<b>OIC-Chief, GSD</b>			
Purpose		<b>For official use of the MARINA Central Office as per attached TOR.</b>			
<b>CERTIFICATION</b>					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE					
		<b>RALPH A. NARVAEZ</b> OIC-Budget Division			
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
Signature:					
Printed Name:		<b>VADM ROBERT A EMPEDRAD AFP (Ret)</b>			
Designation		<b>Administrator</b>			
<b>Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)</b> <b>nu 2/15/21</b>					