



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7560511
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title LEASE/RENTAL OF THREE (3) UNITS PHOTOCOPYING MACHINE (STCW OFFICE)
Area of Delivery Metro Manila

Solicitation Number:	2021-03-093	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Reproduction Services		
Approved Budget for the Contract:	PHP 120,000.00	Document Request List	0
Delivery Period:	9 Month/s		
Client Agency:			
Contact Person:	Atty. Maximo I. Bañares, Jr. The BAC Chairperson MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 2021marinabac@gmail.com	Date Published	20/03/2021
		Last Updated / Time	19/03/2021 12:37 PM
		Closing Date / Time	23/03/2021 13:00 PM
Description LEASE/RENTAL OF THREE (3) UNITS PHOTOCOPYING MACHINE (STCW OFFICE) Please see attached file. You may visit our website at: marina.gov.ph (under transparency tab)			

Created by Atty. Maximo I. Bañares, Jr.
Date Created 19/03/2021

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY
STCW OFFICE



**TECHNICAL SPECIFICATIONS AND TERMS OF REFERENCE FOR THE
LEASE/RENTAL OF PHOTOCOPYING MACHINES, STCW OFFICE
FY 2021**

1. SCOPE OF THE PROJECT

The Maritime Industry Authority (MARINA), Standard of Training, Certification and Watchkeeping wishes to receive quotation from Suppliers for the lease/rental of Photocopying Machines to address the reproduction of various documents in accordance with the Government Procurement Policy Board (GPPB) and Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **One Hundred Twenty Thousand (P120,000.00) pesos** from 2021 General Appropriations Act (GAA).

3. SPECIFIC REQUIREMENT

Rental of three (3) units Photocopying Machine (Monochrome copy). The photocopying machine has combined copies of 300,000 for nine (9) months.

4. TECHNICAL REQUIREMENTS

- 4.1** Clear copy of photocopied documents.
- 4.2** Copy Speed: 45 copies per minute.
- 4.3** Maximum paper size: 11"x17".
- 4.4** Back to back copying capability.
- 4.5** Duplex document feeder.
- 4.6** Sorting and grouping features.
- 4.7** Automatic paper selection.
- 4.8** 33% to 400% reduction/enlargement.
- 4.9** 1 to 999 continuous copying.
- 4.10** A3 maximum original size.
- 4.11** A3 to A5R copy size.
- 4.12** Front loading paper supply.

5. OTHER REQUIREMENTS

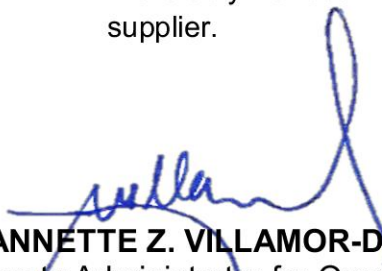
- 5.1 Winning supplier shall orient the user on how to operate the machine;
- 5.2 Provision of back-up unit in case the assigned unit breaks down;
- 5.3 Repairs and replacement of parts of the copier machine shall be the account of the winning supplier; and
- 5.4 Supply of consumables i.e. toner, developer, etc. shall be the account of the winning supplier;
- 5.5 Straight billing (cost of actual consumption).

6. DURATION OF CONTRACT


The contract for the rental of three (3) units photocopying machines shall be for a period of nine (9) months, reckoned from the date of Notice to Proceed.

7. TERMS OF PAYMENT:

- 7.1 Send Bill Arrangement;
- 7.2 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 7.3 The supplier shall provide the bank Account wherein payment will be credited.
- 7.4 Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.



NANNETTE Z. VILLAMOR-DINOPOL, CESO V
Deputy Administrator for Operations and
Officer-In-Charge, Executive Director
STCW Office, MARINA
MARINA-OIC-ED,STCWO-6217



LEASE OF 3 UNITS PHOTOCOPYING MACHINE FOR STCW OFFICE

- P.40/copy x 300,000 copies (for 9 months) = P 120,000.00
- Period Covered: April to December 2020

DEPLOYMENT:

1. 4th Floor – Certification Division, Examination and Assessment Division and BOARD
2. 5th Floor - Office of the Executive and Deputy Director, FSD, ICTMD and ASD
3. 6th Floor – Surveillance, Monitoring, PID, QMD, RDD, and METSS



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY
STCW OFFICE



PURCHASE REQUEST

Office: **STCW OFFICE**

PR No. : 2021-07-097 H2

Division/Section: **ASD**

SAI No. : Mar 15, 2021

Date Request: **09 March 2021**

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Unit	Lease/Rental of three (3) units Photocopying Machine with the rate based on the combined photocopies of documents for the STCW Office covering the period of nine (9) months. Period Covered: April to December 2021 -x-x-x-nothing follows-x-x-x	300,000 copies for 9 months		P120,000.00/

Requisitioning Officer

Signature:

Printed Name:

NANNETTE Z. VILLAMOR-DINOPOLO, CESO V

Designation

Deputy Administrator for Operations and
OIC- Executive Director
STCW Office, MARINA 6216

Purpose: For the official use of STCW Office

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.)

INCLUDED IN THE APP FOR FY 21

MARINA BAC SECRETARIAT