



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE

PR No. : 2021-04-117

Division/Section: ASD

SAI No. : 13 APRIL 2021

Date Request: 08 April 2021

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	cart	INK CART, CANON PG810, BLACK, ORIGINAL	12	1,200.00	14,400.00
2	cart	INK CART, CANON CL811, COLORED, ORIGINAL	10	850.00	8,500.00
3	cart	INK, CART, HPCZ107AA, (HP678), BLACK, ORIGINAL	45	450.00	20,250.00
4	cart	INK, CART, HPCZ108AA, (HP678), TRI-COLOR, ORIGINAL	40	450.00	18,000.00
5	cart	TONER CART, HP CE285A (HP85A), BLACK, ORIGINAL	50	4,000.00	200,000.00
		X-X-X-X-X-X-X			<u>261,150.00</u>
		Note: items are included in the STCWO APP CY 2021			

Requisitioning Officer

Signature:

Printed Name:

Designation

VADM RENE V MEDINA AFP (Ret)

Executive Director  
STCW Office

Purpose: The items will be used by the different STCW offices.  
(FOR 2<sup>ND</sup> QRT 2021 CONSUMPTION)

Note: Items are currently not available from PS-DBM, to be procured from other sources/suppliers.

CERTIFICATION



FUNDS AVAILABLE



NO FUNDS AVAILABLE

RALPH A. NARVAEZ

OIC, Budget Division

☐ Approved

☐ Disapproved

PR Approver

Signature:

Printed Name:

Designation

VADM ROBERT A EMPREDAD AFP (Ret)

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.)



**TERMS OF REFERENCE FOR THE  
PROCUREMENT OF INK CARTRIDGES AND TONER CARTRIDGES**

**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	Description	Qty	Unit
1 lot	Ink Cartridge, Canon PG810, black, (original ink)	12	cart
	Ink Cartridge, Canon CL811, colored, (original ink)	10	cart
	Ink Cartridge, HP CZ107AA, (HP678), black, (original ink)	45	cart
	Ink Cartridge, HP CZ108AA, (HP678), colored, (original ink)	40	cart
	Toner Cartridge, HP CE285A (HP85A), black, (original toner)	50	cart

**2. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **Two Hundred Sixty-One Thousand One Hundred Fifty Pesos Only (P261,150.00)** is available which will be charged against the MARINA Central Office funds FY 2021.

**3. CONDITIONS AND SUPPLIER RESPONSIBILITIES:**

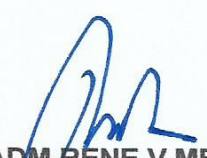
- 3.1 The prospective supplier shall bid in the above-listed items;
- 3.2 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.3 The prospective supplier shall replace the defective items, within 7 days upon receipt of the notification of the defect with the same specification at no cost to the MARINA-STCWO;
- 3.4 The prospective supplier shall submit the following documents:
  - a. Copy of PhilGEPS Registration;
  - b. Mayor's/Business Permit

#### **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.
- 4.4 Preferably Landbank account otherwise bank charges shall be borne by the supplier.

#### **5. PERIOD OF DELIVERY**

Delivery shall be 7 calendar days from the approval of Notice to Proceed.



**VADM RENE V MEDINA AFP (Ret)**  
Executive Director,  
STCW Office

