



## MARITIME INDUSTRY AUTHORITY

### REQUEST FOR QUOTATION

The Maritime Industry Authority (MARINA) – Bids and Awards Committee (BAC), will undertake a Small Value Procurement for the **PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS INK CARTRIDGE, TONER CARTRIDGE OF STCWO FOR 3<sup>RD</sup> QTR 2021** in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184

Please quote your **best offer** for the item described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your representative at the address below:

MARINA BAC Secretariat  
c/o BAC Office, 10<sup>th</sup> Floor, MARINA Bldg.  
A. Bonifacio Drive cor. 20<sup>th</sup> Street, Port Area, Manila

**“PROCUREMENT OF VARIOUS OFFICE SUPPLIES  
AND MATERIALS INK CARTRIDGE, TONER  
CARTRIDGE OF STCWO FOR 3<sup>RD</sup> QTR 2021”**

A copy of your **2021 Business/Mayor’s Permit<sup>1</sup>, PhilGEPS Registration Number, Latest Income Tax Return** and **Omnibus Sworn Statement<sup>2</sup>** are required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at cellphone no. (0906) 805-4489 or email address at [2021marinabac@gmail.com](mailto:2021marinabac@gmail.com)

  
**ATTY. KORINA MAE V. PIMENTEL**  
Head, BAC Secretariat

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<sup>1</sup> In case of recently expired Mayor’s/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

<sup>2</sup> In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB No. 09-2020.

DATE: \_\_\_\_\_

NAME OF COMPANY:

ADDRESS:

COMPANY ADDRESS:

COMPANY TIN NUMBER:

PHILGEPS REGISTRATION NUMBER:

NAME OF REPRESENTATIVE &  
DESIGNATION:

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MARINA Building  
20th Street corner Bonifacio Drive  
1018 Port Area (South), Manila

Tel. Nos: (632) 523-9078 / 526-0971  
Fax No: (632) 524-2895  
Website: [www.marina.gov.ph](http://www.marina.gov.ph)

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Bidder's must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each specification.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

CONTRACT PACKAGE	ITEM DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST	BIDDER'S STATEMENT OF COMPLIANCE
1 LOT	<b>FOR HP DESK JET PRINTER</b>					
	1. INK, CART, HPF6V27AA (HP680), BLACK, ORIGINAL	80	CART			
	2. INK, CART, HPF6V26AA (HP680), COLORED, ORIGINAL	100	CART			
	<b>FOR EPSON L-3100 PRINTER</b>					
	3. INK, CART, EPSON, C13T664100 (T6641), BLACK, ORIGINAL	45	CART			
	4. INK, CART, EPSON, C13T664200 (T6642), CYAN, ORIGINAL	40	CART			
	5. INK, CART, EPSON, C13T664300 (T6643), MAGENTA, ORIGINAL	40	CART			
	6. INK, CART, EPSON, C13T664400 (T6644), YELLOW, ORIGINAL	40	CART			
	<b>FOR HP PRINTER LASER JET PRO M102W</b>					
	7. TONER, HP19 ORIGINAL IMAGING DRUM (CF219A)	10	CART			
8. TONER, CART, HPCF217A (HP17), BLACK, ORIGINAL	10	CART				

<b>FOR HP LASER JET PRO MI81FW MFP</b>						
9. TONER, CART, HP204, BLACK, ORIGINAL (CF510A)	10	CART				
10. TONER, CART, HP204, CYAN, ORIGINAL (CF511A)	10	CART				
11. TONER, CART, HP204, YELLOW, ORIGINAL (CF512A)	10	CART				
12. TONER, CART, HP204, MAGENTA, ORIGINAL (CF513A)	10	CART				
<b>FOR BROTHER LASER PRINTER, MODEL HL-L8360CDW</b>						
13. TONER CART, BROTHER TN-456, BLACK, HIGH YIELD 6,500 (ORIGINAL)	16	CART				
14. TONER CART, BROTHER TN-456, CYAN, HIGH YIELD 6,500 (ORIGINAL)	18	CART				
15. TONER CART, BROTHER TN-456, YELLOW, HIGH YIELD 6,500 (ORIGINAL)	19	CART				
16. TONER CART, BROTHER TN-456, MAGENTA, HIGH YIELD 6,500 (ORIGINAL)	19	CART				
17. TONER CART, BROTHER DR-451CL, HIGH YIELD 3000 PAGES, (ORIGINAL)	10	CART				

*\*The above quoted prices are inclusive of all costs and applicable taxes.*

The delivery schedule expressed as week/months stipulates hereafter a delivery date which is the date to the project site.

CONTRACT PACKAGE	ITEM DESCRIPTION	QTY	UNIT	DELIVERY DATE**
1 LOT	<b>FOR HP DESK JET PRINTER</b>			Fifteen (15) days upon receipt of NTP and PO
	1. INK, CART, HPF6V27AA (HP680), BLACK, ORIGINAL	80	CART	
	2. INK, CART, HPF6V26AA (HP680), COLORED, ORIGINAL	100	CART	
	<b>FOR EPSON L-3100 PRINTER</b>			
	3. INK, CART, EPSON, C13T664100 (T6641), BLACK, ORIGINAL	45	CART	
	4. INK, CART, EPSON, C13T664200 (T6642), CYAN, ORIGINAL	40	CART	
	5. INK, CART, EPSON, C13T664300 (T6643), MAGENTA, ORIGINAL	40	CART	
	6. INK, CART, EPSON, C13T664400 (T6644), YELLOW, ORIGINAL	40	CART	
	<b>FOR HP PRINTER LASER JET PRO M102W</b>			
	7. TONER, HP19 ORIGINAL IMAGING DRUM (CF219A)	10	CART	
	8. TONER, CART, HPCF217A (HP17), BLACK, ORIGINAL	10	CART	
	<b>FOR HP LASER JET PRO M181FW MFP</b>			
	9. TONER, CART, HP204, BLACK, ORIGINAL (CF510A)	10	CART	
	10. TONER, CART, HP204, CYAN, ORIGINAL (CF511A)	10	CART	
	11. TONER, CART, HP204, YELLOW, ORIGINAL (CF512A)	10	CART	
	12. TONER, CART, HP204, MAGENTA, ORIGINAL (CF513A)	10	CART	
	<b>FOR BROTHER LASER PRINTER, MODEL HL-L8360CDW</b>			
13. TONER CART, BROTHER TN-456, BLACK, HIGH YIELD 6,500 (ORIGINAL)	16	CART		
14. TONER CART, BROTHER TN-456, CYAN, HIGH YIELD 6,500 (ORIGINAL)	18	CART		
15. TONER CART, BROTHER TN-456, YELLOW, HIGH YIELD 6,500 (ORIGINAL)	19	CART		
16. TONER CART, BROTHER TN-456, MAGENTA, HIGH YIELD 6,500 (ORIGINAL)	19	CART		
17. TONER CART, BROTHER DR-451CL, HIGH YIELD 3000 PAGES, (ORIGINAL)	10	CART		

**FINANCIAL OFFER:**

Please quote your **best for** the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

<b>PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS INK CARTRIDGE, TONER CARTRIDGE OF STCWO FOR 3<sup>RD</sup> QTR 2021</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>Nine Hundred Ninety-Five Thousand Seven Hundred Pesos only.</b>  <b>(Php995,700.00)</b>	<u>In words:</u> _____ _____ _____
	<u>In figures:</u> _____ _____ _____

**PAYMENT DETAILS:**

<i>Banking Institution:</i> _____
<i>Account Number:</i> _____
<i>Account Name:</i> _____
<i>Branch:</i> _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address/es

### TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. Without prejudice to other courses of action and remedies open to it.

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Signature over Printed  
Name

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Position/Designation