



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8117247
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF TONERS AND INKS FOR MARINA CENTRAL OFFICE FOR MARINA CENTRAL OFFICE (for 4th Qtr of 2021)
Area of Delivery Metro Manila

Solicitation Number:	2021-10-409	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables	Document Request List	0
Approved Budget for the Contract:	PHP 845,840.00		
Delivery Period:	15 Day/s		
Client Agency:			
Contact Person:	VADM Rene V. Medina AFP (Ret) The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 2021marinabac@gmail.com	Date Published	26/10/2021
		Last Updated / Time	25/10/2021 10:59 AM
		Closing Date / Time	29/10/2021 13:00 PM
Description PROCUREMENT OF TONERS AND INKS FOR MARINA CENTRAL OFFICE FOR MARINA CENTRAL OFFICE (for 4th Qtr of 2021) Please see attached file. You may visit our website at marina.gov.ph (under transparency tab)			

Created by VADM Rene V. Medina AFP (Ret)
Date Created 25/10/2021

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Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
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 TONERS AND INKS FOR MARINA CENTRAL OFFICE FOR MARINA CENTRAL OFFICE (for 4th Qtr of 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, 10th Floor, MARINA Bldg.
A. Bonifacio Drive cor. 20th Street, Port Area, Manila

**“PROCUREMENT OF TONERS AND INKS FOR
MARINA CENTRAL OFFICE FOR MARINA
CENTRAL OFFICE (for 4th Qtr of 2021)”**

A copy of your **2021 Business/Mayor's Permit¹**, **PhilGEPS Registration Number**, **Latest Income Tax Return** and **Omnibus Sworn Statement²** are required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at (02) 8524-6518 or email address at 2021marinabac@gmail.com


ATTY. KORINA MAE V. PIMENTEL
Head, BAC Secretariat

¹ 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.

² 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:

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:

PROCUREMENT OF TONERS AND INKS FOR MARINA CENTRAL OFFICE FOR MARINA CENTRAL OFFICE (for 4th Qtr of 2021)				
Contract Package	Item Description	Qty.	Unit Cost	Bidders statement of Compliance
One (1) Lot	BROTHER TN-456 BLACK, high yield 6500	10		
	BROTHER TN-456 CYAN, high yield 6500	10		
	BROTHER TN-456 MAGENTA, high yield 6500	10		
	BROTHER TN-456 YELLOW, high yield 6500	10		
	HP CE285A (HP85A), Black	67		
	HP CF217A (HP17A) Black LaserJet	2		
	HP CF283A (HP83A) LaserJet Black	3		
	EPSON C13T664100 (T6641), Black	33		
	EPSON C13T664200 (T6642), Cyan	29		
	EPSON C13T664300 (T6643), Magenta	29		
	EPSON C13T664400 (T6644), Yellow	29		
	HP CZ107AA, (HP678), Black	63		
	HP CZ108AA, (HP678), Tricolor	61		
	HP F6V26AA (HP680) Tri-color	156		
	HP F6V27AA (HP680) Black	160		
	Epson 003, black	37		
	Epson 003, cyan	29		
	Epson 003, magenta	29		
	Epson 003, yellow	29		
	Brother Ink, BT5000, black	14		
	Brother Ink, BT6000, cyan	9		
	Brother Ink, BT6000, magenta	9		
	Brother Ink, BT6000, yellow	7		

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

Signature over Printed Name

Position/Designation

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

PROCUREMENT OF TONERS AND INKS FOR MARINA CENTRAL OFFICE FOR MARINA CENTRAL OFFICE (for 4th Qtr of 2021)				
Contract Package	Item Description	Qty	Unit	Delivery Date
One (1) Lot	BROTHER TN-456 BLACK, high yield 6500	10	cart	Fifteen (15) days upon receipt of NTP and PO
	BROTHER TN-456 CYAN, high yield 6500	10	cart	
	BROTHER TN-456 MAGENTA, high yield 6500	10	cart	
	BROTHER TN-456 YELLOW, high yield 6500	10	cart	
	HP CE285A (HP85A), Black	67	cart	
	HP CF217A (HP17A) Black LaserJet	2	cart	
	HP CF283A (HP83A) LaserJet Black	3	cart	
	EPSON C13T664100 (T6641), Black	33	bottle	
	EPSON C13T664200 (T6642), Cyan	29	bottle	
	EPSON C13T664300 (T6643), Magenta	29	bottle	
	EPSON C13T664400 (T6644), Yellow	29	bottle	
	HP CZ107AA, (HP678), Black	63	cart	
	HP CZ108AA, (HP678), Tricolor	61	cart	
	HP F6V26AA (HP680) Tri-color	156	cart	
	HP F6V27AA (HP680) Black	160	cart	
	Epson 003, black	37	bottle	
	Epson 003, cyan	29	bottle	
	Epson 003, magenta	29	bottle	
	Epson 003, yellow	29	bottle	
	Brother Ink, BT5000, black	14	bottle	
	Brother Ink, BT6000, cyan	9	bottle	
	Brother Ink, BT6000, magenta	9	bottle	
	Brother Ink, BT6000, yellow	7	bottle	

Signature over Printed Name

Position/Designation

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.

PROCUREMENT OF TONERS AND INKS FOR MARINA CENTRAL OFFICE	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Eight Hundred Forty Five Thousand Eight Hundred Forty Pesos (Php 845,840.00)	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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.

Signature over Printed Name

Position/Designation

TERMS OF REFERENCE FOR THE PROCUREMENT OF TONERS AND INKS

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	Item Description	Qty	Unit
One (1) Lot	BROTHER TN-456 BLACK, high yield 6500	10	cart
	BROTHER TN-456 CYAN, high yield 6500	10	cart
	BROTHER TN-456 MAGENTA, high yield 6500	10	cart
	BROTHER TN-456 YELLOW, high yield 6500	10	cart
	HP CE285A (HP85A), Black	67	cart
	HP CF217A (HP17A) Black LaserJet	2	cart
	HP CF283A (HP83A) LaserJet Black	3	cart
	EPSON C13T664100 (T6641), Black	33	bottle
	EPSON C13T664200 (T6642), Cyan	29	bottle
	EPSON C13T664300 (T6643), Magenta	29	bottle
	EPSON C13T664400 (T6644), Yellow	29	bottle
	HP CZ107AA, (HP678), Black	63	cart
	HP CZ108AA, (HP678), Tricolor	61	cart
	HP F6V26AA (HP680) Tri-color	156	cart
	HP F6V27AA (HP680) Black	160	cart
	Epson 003, black	37	bottle
	Epson 003, cyan	29	bottle
	Epson 003, magenta	29	bottle
	Epson 003, yellow	29	bottle
	Brother Ink, BT5000, black	14	bottle
	Brother Ink, BT6000, cyan	9	bottle
	Brother Ink, BT6000, magenta	9	bottle
	Brother Ink, BT6000, yellow	7	bottle

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **EIGHT HUNDRED FORTY FIVE THOUSAND EIGHT HUNDRED FORTY ONLY (P845,840.00)** 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 and all must be **original and genuine**;
- 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 to the MARINA; and
- 3.4 The prospective supplier shall submit the following documents:
 - a. Copy of PhilGEPS Registration;
 - b. Mayor's/Business Permit
 - c. Copy of Business/Income Tax Return (ITR)
 - d. Omnibus Sworn Statement

4. PERIOD OF DELIVERY:

The delivery shall be fifteen (15) calendar days from the receipt of Notice to Proceed and Purchase Order.

5. TERMS OF PAYMENT:

- 5.1 Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance Report (IAR) by the MARINA;
- 5.2 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.
- 5.4 Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.



RODOLFO R. DIAWA
Chief Administrative Officer
GSD - MPAS
Enduser



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

Form No. QMS-10/2-1
Revision No./Date: 0/15 Nov 2010

PURCHASE REQUEST

Office		MFAS		PR No. 2021-10-409	
Division / Section		GSD		SAI No. OCT 04 2021	
Item No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	cart	BROTHER TN-456 BLACK, high yield 6500	10	5,100.00	51,000.00
	cart	BROTHER TN-456 CYAN, high yield 6500	10	8,600.00	86,000.00
	cart	BROTHER TN-456 MAGENTA, high yield 6500	10	8,600.00	86,000.00
	cart	BROTHER TN-456 YELLOW, high yield 6500	10	8,600.00	86,000.00
	cart	HP CE285A (HP85A), Black	67	3,500.00	234,500.00
	cart	HP CF217A (HP17A) Black LaserJet	2	3,200.00	6,400.00
	cart	HP CF283A (HP83A) LaserJet Black	3	3,500.00	10,500.00
	bottle	EPSON C13T664100 (T6641), Black	33	250.00	8,250.00
	bottle	EPSON C13T664200 (T6642), Cyan	29	250.00	7,250.00
	bottle	EPSON C13T664300 (T6643), Magenta	29	250.00	7,250.00
	bottle	EPSON C13T664400 (T6644), Yellow	29	250.00	7,250.00
	cart	HP CZ107AA, (HP678), Black	63	450.00	28,350.00
	cart	HP CZ108AA, (HP678), Tricolor	61	450.00	27,450.00
	cart	HP F6V26AA (HP680) Tri-color	156	450.00	70,200.00
	cart	HP F6V27AA (HP680) Black	160	450.00	72,000.00
	bottle	Epson 003, black	37	350.00	12,950.00
	bottle	Epson 003, cyan	29	350.00	10,150.00
	bottle	Epson 003, magenta	29	350.00	10,150.00
	bottle	Epson 003, yellow	29	350.00	10,150.00
	bottle	Brother Ink, BT5000, black	14	360.00	5,040.00
	bottle	Brother Ink, BT6000, cyan	9	360.00	3,240.00
	bottle	Brother Ink, BT6000, magenta	9	360.00	3,240.00
	bottle	Brother Ink, BT6000, yellow	7	360.00	2,520.00
GRAND TOTAL					845,840.00

Requisitioning Officer

Signature:	
Printed Name:	RODOLFO R. DIAWA
Designation:	Chief, GSD
Purpose:	For the official use of MARINA Central Office (for 4th Qtr of 2021). Attached Certificate of Non-Availability of Stocks (CNAS) dtd 09/29/21.

CERTIFICATION

- ☒ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE

RALPH A. NARVAEZ
OIC, 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.)

Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the

BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]