



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8669713
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF VARIOUS TONERS
Area of Delivery Metro Manila

Solicitation Number: 2022-04-215	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.1.b)	Associated Components	1
Classification: Goods	Bid Supplements	0
Category: Office Equipment Supplies and Consumables		
Approved Budget for the Contract: PHP 187,900.00	Document Request List	0
Delivery Period: 30 Day/s		
Client Agency:	Date Published	17/05/2022
Contact Person: DIR. ARSENIO F. LINGAD II 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 bacsec@marina.gov.ph	Last Updated / Time	16/05/2022 14:53 PM
	Closing Date / Time	20/05/2022 13:00 PM
	Description	
Procurement of Various Toners		

Created by DIR. ARSENIO F. LINGAD II
Date Created 16/05/2022

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Republic of the Philippines
DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY
REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN Number : _____

PhilGEPS Registration Number (required) : _____

Name of Representative & Designation : _____

The **Overseas Shipping Service (OSS) through** its Bids and Awards Committee (BAC), intends to **PROCURE VARIOUS TONERS** for CY 2022 in accordance with Section 52.1(b) (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Eighty-Seven Thousand Nine Hundred Pesos (P187,900.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s 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 your representative at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **2022 Business/Mayor's Permit¹, PhilGEPS Registration Number, Omnibus Sworn Statement² and Latest Income Tax Return³** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Mira Daguio or Ms. Maricel Cabailo at telephone no. **(+632) 8524-6518** or email address at 2022marinabac@gmail.com


ATTY. LAURES L. FULGAON
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

³ Manually filed tax returns or filed through the EFPS

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila

(+632) 8524-6518 | marina.gov.ph | bacsec@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.

Suppliers must state here either **“Comply”** or **any equivalent term** in the column “Supplier’s Statement of Compliance” against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **“0”** if item being offered is for free.

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:

MINIMUM SPECIFICATION

PROCUREMENT OF VARIOUS TONERS						
No.	Scope of Service Description	Quantity	Unit	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	TONER CART, BROTHER TN 456 (BLANK) HIGH YIELD 8,500.00	7	cart			
	TONER CART, BROTHER TN 456 (CYAN) HIGH YIELD 8,500.00	5	cart			
	TONER CART, BROTHER TN 456 (YELLOW) HIGH YIELD 8,500.00	5	cart			
	TONER CART, BROTHER TN 456 (MAGENTA) HIGH YIELD 8,500.00	5	cart			
	Toner Cart HP (CE285-A) (HP 85-A) Black Original	5	cart			

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

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

**CONDITIONS AND SUPPLIER
RESPONSIBILITIES**

PROCUREMENT OF VARIOUS TONERS		
Item	Description	Bidders Statement of Compliance
1 LOT	<ol style="list-style-type: none"> 1. The prospective supplier shall bid in the above listed items 2. The prospective supplier shall deliver original toners 3. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation 4. The prospective supplier shall replace the defective items within 10 days upon receipt of notification of the defect with the same quality and specification at no cost to the MARINA; and 5. The prospective supplier shall submit the following documents: <ol style="list-style-type: none"> a) Copy of PhilGEPS Registration; b) Mayor's/Business Permit c) Copy of Business/Income Tax Return (ITR) d) Omnibus Sworn Statement 	

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

SCHEDULE OF REQUIREMENTS

PROCUREMENT OF VARIOUS TONERS					
No.	Scope of Service Description	Quantity	Unit	Period of Delivery	Supplier's Statement of Compliance
1 LOT	TONER CART, BROTHER TN 456 (BLANK) HIGH YIELD 6,500.00	7	cart	The delivery shall be within Thirty days (30) calendar days from the receipt of Notice to Proceed and Purchase Order	
	TONER CART, BROTHER TN 456 (CYAN) HIGH YIELD 6,500.00	5	cart		
	TONER CART, BROTHER TN 456 (YELLOW) HIGH YIELD 6,500.00	5	cart		
	TONER CART, BROTHER TN 456 (MAGENTA) HIGH YIELD 6,500.00	5	cart		
	Toner Cart HP (CE285-A) (HP 85-A) Black Original	5	cart		

Signature over Printed Name

Position/Designation



FINANCIAL OFFER

PROCUREMENT OF VARIOUS TONERS

Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Eighty-Seven Thousand Nine Hundred Pesos (P 187,900).	In words: _____ _____ _____ In figures: _____ _____ _____

Terms of Payment:

1. Within fifteen to thirty (15-30) calendar days upon receipt of billing statement/ Invoice/ Statement of Account and Issuance of Inspection and Acceptance report by the MARINA;
2. Payment shall be made through List of Due and Demandable Accounts Payable with advice to Debit Account (LDDP-ADA);
3. The supplier shall provide the bank account wherein payment will be credited;
4. Preferably Landbank Account otherwise, bank charges shall be done by the supplier.

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name : _____

Branch : _____

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. ***Only original RFQ with fresh signature is acceptable. All submission in response to this RFQ shall be in hard copy only. Softcopies will not be entertained.***
3. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. *RFQ with price quotation and bears fresh signature must be received by the MARINA-BAC before closing date & time.*
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. *RFQ Submitted after closing date & time is automatically disqualified.*
8. 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.
9. 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.
10. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
11. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. 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.
13. **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 supplier's account.**
14. 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 VARIOUS TONERS

I. 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:

CONTACT PACKAGE	ITEM DESCRIPTION	QTY	UNIT
1 LOT	Toner Cart, Brother TN 456 (BLACK) High Yield 6,500.00 (Original)	7	CART
	Toner Cart, Brother TN 456 (CYAN) High Yield 6,500.00 (Original)	5	CART
	Toner Cart, Brother TN 456 (YELLOW) High Yield 6,500.00 (Original)	5	CART
	Toner Cart, Brother TN 456 (MAGENTA) High Yield 6,500.00 (Original)	5	CART
	Toner Cart HP (CE285-A) (HP 85-A) Black Original	5	CART

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is One Hundred Eighty Seven Thousand Nine Hundred Pesos (P187,900.00) is available which will be charged against the MARINA Central Office Funds FY 2022.

III. CONDITIONS AND SUPPLIER RESPONSIBILITIES:

- 3.1 The prospective supplier shall bid in the above-listed items;
- 3.2 The prospective supplier shall deliver original toners;
- 3.3 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.4 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
- 3.5 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

IV. PERIOD OF DELIVERY:

The delivery shall be within Thirty days (30) calendar days from the receipt of Notice to Proceed and Purchase Order.

V. 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 by the MARINA.
- 5.2 Payment shall be made through List of Due and Demandable Accounts Payable with advice to Debit Account (LDDP-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.

Prepared by:


JERMELITA D. ESTOLOSO
Administrative Assistant III

Noted by:


PERLA S. CHUA
Supervising MIDS, Overseas Shipping Service

Approved by:


PRECILA C. JARA
Officer-in-Charge
Overseas Shipping Service
End-User

Very Urgent PLEASE

DASO NO: 15-00
Initial Issue Date: 05-20-2015
Revision Date: 00



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: OSS-MARINA-NCR
Division/Section: Overseas Shipping Service
Date Request: **2022**

PR No.: 2022-04-215
SAI No.: 08 APR 2022

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Toners for Brother Laser Printer					
1	pc	Toner Cart, Brother TN 456 (Black) High Yield 6,500.00 (Original)	7	5,200.00	P36,400.00
2	pc	Toner Cart, Brother TN 456 (CYAN) High Yield 6,500.00 (Original)	5	8,600.00	43,000.00
3	pc	Toner Cart, Brother TN 456 (YELLOW) High Yield 6,500.00 (Original)	5	8,600.00	43,000.00
4	pc	Toner Cart, Brother TN 456 (MAGENTA) High Yield 6,500.00 (Original)	5	8,600.00	43,000.00
5	pc	Toner Cart HP (CE285-A) (HP 85-A) Black Original	5	4,500.00	22,500.00
		TOTAL			P187,900.00
		*** Nothing follows***			

Requisitioning Officer

Printed Name: **ENGR. MARC ANTHONY P. PASCUA**

Designation: **Regional Director, MARINA-NCR**

Purpose: **For official use of the OSS, MARINA-NCR**

- FUNDS AVAILABLE
 NO FUNDS AVAILABLE

Atty. MARIVIC S. RAMOS

Chief, Budget Division, MFAS

Approved

Disapproved

PR Approver

VADM ROBERT A EMPEDRAD AFP (Ret)

Administrator

Designation

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]