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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10192636
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title LEASE / RENTAL OF MULTI-FUNCTION PRINTERS & HEAVY DUTY MULTI-FUNCTION MACHINES WITH FREE CONSUMABLES FOR STCW OFFICE - 2ND POSTING
Area of Delivery Metro Manila

Solicitation Number:	2023-02-089	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services		
Category:	Information Technology Parts & Accessories & Perip	Bid Supplements	0
Approved Budget for the Contract:	PHP 1,000,000.00		
Delivery Period:	30 Day/s	Document Request List	0
Client Agency:			
Contact Person:	ATTY. SHARON L. DE CHAVEZ - ALEDO 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	Date Published	05/10/2023
		Last Updated / Time	04/10/2023 15:13 PM
		Closing Date / Time	10/10/2023 12:00 PM

Description

LEASE / RENTAL OF MULTI-FUNCTION PRINTERS & HEAVY DUTY MULTI-FUNCTION MACHINES WITH FREE CONSUMABLES FOR STCW OFFICE (2ND POSTING)

Please see attached files or you may visit <https://marina.gov.ph/small-value-procurement/>

All submission in response to the RFQ shall be in hard copy with fresh signature only. Submission in electronic copies shall not be entertained.

Created by ATTY. SHARON L. DE CHAVEZ - ALEDO

Date Created 04/10/2023



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to procure **Lease/Rental of Multi-Function Printers & Laser Jet Printers with Free Consumables for The STCW Office** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Million Pesos (P1,000,000.00)**. 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 **not later than 10 October 2023** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **Valid Business/Mayor's Permit, PhilGEPS Registration, Latest Income/ Business Tax Return, Omnibus Sworn Statement, and at least Two Satisfactory Performance within the last Three (3) Years** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. (+632) 8524-6518 or email address at bacsec@marina.gov.ph


ATTY. SHARON D. ALEJO
BAC Chairperson

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.

Supplier's 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:

Item No.	Description/Technical Specifications	Supplier's Statement of Compliance	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
1 LOT	a. Fifteen (15) units of color multi-functions printers			
	Technical Specifications:			
	Functions:	Print, Scan, Copy		
	Printing Method:	Print head		
	Printing Resolution:	5,760 x 1,440 DPI		
	Printing Speed:	10 pages/min Monochrome		
	Printing Speed:	15 pages/min		
	Scan speed (A4 black):	200 DPI; 11 sec.		
	Output formats	BMP, JPEG, PICT, TIFF, multi-TIFF, PDF, PNG		
	Scanner type:	Contact image sensor (CIS)		
	Optical Resolution:	600 DPI x 1,200 DPI (Horizontal x Vertical)		
	Number of paper trays:	1		
	Paper Formats:	C6 (Envelope), B5 (17.6x25.7 cm), A6 (10.5x14.8 cm), A5 (14.8x21.0 cm), A4 (21.0x29.7 cm), Legal, User defined, 13 x 18 cm, 10 x 15 cm, Letter, No. 10 (Envelope), DL (Envelope), 16:9		
	Others	- Unlimited Ink with monthly replenishment of 1 set of inks per machine - Must provide 5 sets of standby ink.		

b. Eight (8) units of LASER JET PRINTER (copier, printer and scanner)				
Technical Specifications:				
Functions	Print, copy, scan			
Print Speed (Black)	Up to 40 ppm			
First page out (ready)	As fast as 5.4 sec; As fast as 12.9 sec (100 V)			
Duty cycle (monthly, A4)	Up to 80,000 pages			
Print technology	Laser			
Print quality black (best)	Up to 1200 x 1200 dpi 600 x 600 dpi			
Display	3" (7.5 cm) intuitive touchscreen Color Graphic Display (CGD)			
Processor speed	1200 MHz			
Scanner type	Flatbed, ADF			
Scan resolution, optical	Up to 1200 x 1200 dpi			
Copy speed (normal)	Black: Up to 40 cpm			
Copy resolution (black text)	600 x 600 dpi			
Paper handling input, standard	100-sheet tray 1 250-sheet input tray 2			
Duplex printing	Automatic (standard)			
Others	- Monthly replenishment of toner with 9k page yield per machine - Provide 4 sets of standby toner.			

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

SCHEDULE OF REQUIREMENTS

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

Item No.	Description	Delivery Schedule	Supplier's Statement of Compliance
1 LOT	a. Fifteen (15) units of color multi-functions printers	Thirty (30) Days upon Receipt of Purchase Order/ Notice to Proceed.	
	b. Eight (8) units of LASER JET PRINTER (copier, printer and scanner)		
	General Scope of Services: 1. The Service Provider shall supply, deliver and install/configure the printer machines to each user/divisions identified by the STCW Office. 2. The Service Provider must complete the installation of all the required units within Thirty (30) days upon receipt of Notice to Proceed (NTP). 3. In case of service breakdown, the Service Provider, at its expense, shall send a qualified technician to repair the equipment within the day from receipt of notification from the user. In the event of faulty equipment or when the equipment needs repair, the Service Provider must pull-out and provide a replacement or service unit within the next business day from receipt of request thru phone or email. The replacement unit must have same qualifications or higher than the original unit. 4. The Service Provider shall provide the name and contacts of at least two (2) personnel who shall act as a focal person for official communications pertaining to the services. The focal person shall be available at all times during official working hours. 5. The Service Provider shall assign a specific person who will be responsible for the monthly supply of consumables. 6. The Service Provider shall assign a specific person who will be responsible for the monthly maintenance of the equipment. 7. The Service Provider shall provide well-trained and knowledgeable personnel who will train the IT, end-users and other users on how to operate the machine and conduct basic onsite trouble shooting. 8. Any offer for added feature, material and/or service shall be at no additional cost to MARINA. 9. Shall provide monthly consumption/usage per printer.		

	QUALIFICATION OF BIDDER: <ul style="list-style-type: none"> - At least Two Satisfactory Performance within the last Three (3) Years 	Required to be submitted along with your signed quotation/proposal	
	OTHER DOCUMENTARY REQUIREMENTS: <ul style="list-style-type: none"> - Valid Business/Mayor's Permit - PhilGEPS Registration - Latest Income/ Business Tax Return - Notarized Omnibus Sworn Statement (accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable) 		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
<p style="text-align: center;">One Million Pesos (P1,000,000.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<i>Terms of Payment:</i>	<p>Payment shall be made within thirty (30) calendar days from the receipt of monthly billing invoice/statement of account.</p> <p>In case of Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, or other Commercial Banks, the applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.</p>
Banking Institution:	
Account Number:	
Account Name:	
Branch:	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
<p style="text-align: center;">One Million Pesos (P1,000,000.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<i>Terms of Payment:</i>	<p>Payment shall be made within thirty (30) calendar days from the receipt of monthly billing invoice/statement of account.</p> <p>In case of Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, or other Commercial Banks, the applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.</p>
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. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation, denominated in Philippine peso, shall include all taxes, duties and/or other charges payable relative to the items described in the RFQ.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submission in response to the RFQ shall be in hard copy with fresh signature only. Submission in electronic copies shall not be entertained.**
6. 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.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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.
11. **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.**
12. 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



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE

**LEASE/RENTAL OF MULTI-FUNCTION PRINTERS & LASER JET PRINTERS
WITH FREE CONSUMABLES FOR THE STCW OFFICE**

I. Background:

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DoTr), wishes to receive quotations from interested Service Providers for the lease/rental of multi-function printers & laser jet printers with free consumables for the official use of the STCW Office.

II. Objective:

To lease multi-function inkjet and monochrome laser jet printers with free consumables from reputable service providers to effectively perform its mandate and respond to the needs of STCW Offices for printing, copying, scanning for its day-to-day operations. Service will be provided based on the terms and conditions stipulated in this TOR.

III. Budget:

The Approved Budget of the Contract is **One Million Pesos Only (P1,000,000.00)**, which will be charged against the MARINA Central Office funds FY 2023.

IV. Period of Implementation:

The lease shall take effect for a period of one (1) year

V. Technical Specifications:

The following minimum features/specifications and capabilities must be met:

- a. **Fifteen (15) units** of color multi-functions printers with the following specifications:

Functions:	Print, Scan, Copy
Printing Method:	Print head
Printing Resolution:	5,760 x 1,440 DPI
Printing Speed:	10 pages/min Monochrome
Printing Speed:	15 pages/min
Scan speed (A4 black):	200 DPI; 11 sec.
Output formats	BMP, JPEG, PICT, TIFF, multi-TIFF, PDF, PNG

Scanner type:	Contact image sensor (CIS)
Optical Resolution:	600 DPI x 1,200 DPI (Horizontal x Vertical)
Number of paper trays:	1
Paper Formats:	C6 (Envelope), B5 (17.6x25.7 cm), A6 (10.5x14.8 cm), A5 (14.8x21.0 cm), A4 (21.0x29.7 cm), Legal, User defined, 13 x 18 cm, 10 x 15 cm, Letter, No. 10 (Envelope), DL (Envelope), 16:9
Others	- Unlimited Ink with monthly replenish of 1 set of inks per machine - Must provide 5 sets of a standby ink.

b. Eight (8) units of LASER JET PRINTER (copier, printer and scanner)

Functions	Print, copy, scan
Print Speed (Black)	Up to 40 ppm
First page out (ready)	As fast as 5.4 sec; As fast as 12.9 sec (100 V)
Duty cycle (monthly, A4)	Up to 80,000 pages
Print technology	Laser
Print quality black (best)	Up to 1200 x 1200 dpi 600 x 600 dpi
Display	3" (7.5 cm) intuitive touchscreen Color Graphic Display (CGD)
Processor speed	1200 MHz
Scanner type	Flatbed, ADF
Scan resolution, optical	Up to 1200 x 1200 dpi
Copy speed (normal)	Black: Up to 40 cpm
Copy resolution (black text)	600 x 600 dpi
Paper handling input, standard	100-sheet tray 1 250-sheet input tray 2
Duplex printing	Automatic (standard)
Others	- Monthly replenish of toner with 9k page yield per machine - Provide 4 sets of standby toner.

VI. General Scope of Services:

1. The Service Provider shall supply, deliver and install/configure the printers machines to each user/divisions identified by the STCW Office.
2. The Service Provider must complete the installation of all the required units within Thirty (30) days upon receipt of Notice to Proceed (NTP).

when the equipment needs repair, the Service Provider must pull-out and provide a replacement or service unit within the next business day from receipt of request thru phone or email. The replacement unit must have same qualifications or higher than the original unit.

4. The Service Provider shall provide the name and contacts of at least two (2) personnel who shall act as a focal person for official communications pertaining to the services. The focal person shall be available at all times during official working hours.
5. The Service Provider shall assign a specific person who will be responsible for the monthly supply of consumables.
6. The Service Provider shall assign a specific person who will be responsible for the monthly maintenance of the equipment.
7. The Service Provider shall provide well-trained and knowledgeable personnel who will train the IT, end-users and other users on how to operate the machine and conduct basic onsite trouble shooting.
8. Any offer for added feature, material and/or service shall be at no additional cost to MARINA.
9. Shall provide monthly consumption/usage per printer.


VII. Qualifications of Bidder:

1. The Bidder must submit a valid PHILGEPS registration.
2. The Bidder must submit at least two (2) satisfactory performance within the last three (3) years.
3. The Bidder must submit a valid Mayor's/Business Permit
4. The Bidder must submit a Latest Income Tax Return (ITR)
5. The Bidder must submit an Omnibus Sworn Statement

VIII. Terms of Payment:

1. Send Bill Arrangement;
2. Payable in a monthly basis upon receipt of billing invoice/Statement of account; and
3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
4. The supplier shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

Prepared by:


GALILEO M. GARCIA, CPA
Chief
ASD, STCW Office



DALMACIO L. GONZALES JR.
Chief
ICTMD, STCW Office

Recommending approval:

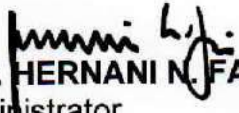

SAMUEL L. BATALLA
Executive Director
STCW Office

Reviewed by:


JOHN GUARDAYA
Head, TWG for IT


ATTY. SHARON D. ALEJO
Chairperson, MARINA BAC

APPROVED / ~~DISAPPROVED~~:


Atty. HERNANI N. FABIA
Administrator

Date: August 11, 2023
Version: 3
tornewformat-rentalprinter august2023

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)

[shall be submitted with the Bid]

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]