



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8757021  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** PROCUREMENT OF VARIOUS INKS AND TONERS FOR 2ND QUARTER 2022  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2022-05-290	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables		
<b>Approved Budget for the Contract:</b>	PHP 572,500.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	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	<b>Date Published</b>	15/06/2022
		<b>Last Updated / Time</b>	14/06/2022 16:35 PM
		<b>Closing Date / Time</b>	20/06/2022 13:00 PM
<b>Description</b>			
PROCUREMENT OF VARIOUS INKS AND TONERS FOR 2ND QUARTER 2022.			
You may visit our website at <a href="http://marina.gov.ph">marina.gov.ph</a> (under transparency tab).			

**Created by** DIR. ARSENIO F. LINGAD II  
**Date Created** 14/06/2022

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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 **Standards of Training, Certification and Watchkeeping Office (STCWO)** through its Bids and Awards Committee (BAC), intends to **PROCURE VARIOUS INKS AND TONERS FOR 2ND QUARTER 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 **Five Hundred Seventy Two Thousand Five Hundred Pesos (P572,500)**. 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 20 June 2022** at the MARINA BAC Office located at 10<sup>th</sup> Floor MARINA Building, Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

A copy of your **2022 Business/Mayor's Permit<sup>1</sup>** and **PhilGEPS Registration Number** 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@mail.marina.gov.ph](mailto:bacsec@mail.marina.gov.ph)

  
**DIR. ARSENIO F. LINGAD II**  
BAC Chairperson

<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> 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](mailto:marina.gov.ph) | [2021marinabac@gmail.com](mailto:2021marinabac@gmail.com)

**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**

<b>PROCUREMENT OF VARIOUS INKS AND TONERS FOR 2ND QUARTER 2022</b>						
<b>No.</b>	<b>Scope of Service Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Supplier's Statement of Compliance</b>	<b>Unit Cost (Vat Inclusive)</b>	<b>Total Cost (Vat Inclusive)</b>
1 LOT	1. Ink, Cart Epson L3110 (003), black (original)	50	CART			
	2. Ink, Cart Epson L3110 (003), cyan (original)	50	CART			
	3. Ink, Cart Epson L3110 (003), yellow (original)	50	CART			
	4. Ink, Cart Epson L3110 (003), magenta (original)	50	CART			
	5. Toner, HP19A Original Imaging Drum (CF219A) original	25	CART			
	6. Toner, HP204A black, original toner (CF510A)	25	CART			
	7. Toner, HP204A cyan, original toner (CF511A)	25	CART			
	8. Toner, HP204A yellow, original toner (CF512A)	25	CART			
	9. Toner, HP204A magenta, original toner (CF513A)	25	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

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

# **CONDITIONS AND SUPPLIER RESPONSIBILITIES**

PROCUREMENT OF VARIOUS INKS AND TONERS FOR 2ND QUARTER 2022		
Item	Description	Bidders Statement of Compliance
1 LOT	<ol style="list-style-type: none"><li>1. The prospective supplier shall bid in the above-listed items;</li><li>2. The prospective supplier shall deliver original inks and toners;</li><li>3. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;</li><li>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</li><li>5. The prospective supplier shall submit the following documents:<ol style="list-style-type: none"><li>a. Copy of PhilGEPS Registration;</li><li>b. Mayor's/Business Permit</li><li>c. Copy of Business/ Income Tax Return (ITR)</li><li>d. Omnibus Sworn Statement(for winning supplier)</li></ol></li></ol>	
	<p><b>PERIOD OF DELIVERY:</b></p> <p>— The delivery shall be within (30) calendar days from the receipt of Notice to Proceed and Purchase Order.</p>	

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

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

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

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

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

## FINANCIAL OFFER

PROCUREMENT OF VARIOUS INKS AND TONERS FOR 2ND QUARTER 2022	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<b>Five Hundred Seventy Two Thousand Five Hundred Pesos (P 572,500).</b>	<div style="margin-bottom: 10px;">In words: _____ _____ _____</div> <div>In figures: _____ _____ _____</div>

### **Terms of Payment:**

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;
2. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account(LDDAP-ADA);
3. The supplier shall provide the bank Account wherein payment will be credited.
4. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

### **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 supplier'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 VARIOUS INKS AND TONERS  
FOR 2nd QRT 2022**

**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
1 LOT	1. Ink, Cart Epson L3110 (003), black (original)	50	CART
	2. Ink, Cart Epson L3110 (003), cyan (original)	50	CART
	3. Ink, Cart Epson L3110 (003), yellow (original)	50	CART
	4. Ink, Cart Epson L3110 (003), magenta (original)	50	CART
	5. Toner, HP19A Original Imaging Drum (CF219A) original	25	CART
	6. Toner, HP204A black, original toner (CF510A)	25	CART
	7. Toner, HP204A cyan, original toner (CF511A)	25	CART
	8. Toner, HP204A yellow, original toner (CF512A)	25	CART
	9. Toner, HP204A magenta, original toner (CF513A)	25	CART

The Approved Budget for the Contract (ABC) is **FIVE HUNDRED SEVENTY TWO THOUSAND FIVE HUNDRED PESOS ONLY (P572,500.00)** is available which will be charged against the MARINA Central Office funds FY 2022.

**3. CONDITIONS AND SUPPLIER RESPONSIBILITIES:**

- 3.1 The prospective supplier shall bid in the above-listed items;
- 3.2 The prospective supplier shall deliver original inks and 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 (for winning supplier)

**4. PERIOD OF DELIVERY:**

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

**5. TERMS OF PAYMENT:**

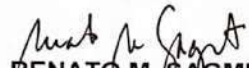
5.1 Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report by the MARINA;

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.


**Prepared by:**

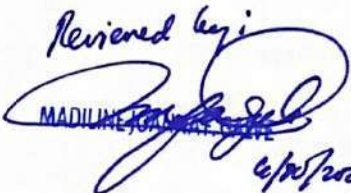
  
**RENATO M. SAGMIT**  
Administrative Officer III

**Noted by:**

  
**MILABEL J. ADIL**  
Officer-in-Charge,  
Administrative Services Division

**Approved by:**

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

*Reviewed by:*  
  
MADILINE  
6/10/2022

[illegible]

**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]*