



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY
REQUEST FOR QUOTATION

Date: _____

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **Maritime Industry Authority (MARINA)**, through its Bids and Awards Committee (BAC), intends to procure **Various Inks and Toner Cartridges for MARINA Central Office for 1st Quarter of FY 2025**, in accordance with Section 52.1b (Shopping) of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Nine Hundred Ninety-Eight Thousand Six Hundred Sixty-Five Pesos (P998,665.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00 noon** of **19** March 2025, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Atty. MARIA ROWENA B. HUBILLA

BAC Chairperson

MARINA BAC Office, 10th Floor MARINA Building,
Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

Telephone No.: **+632) 8524-6518**

Email: bacsec@marina.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. Valid Mayor's/Business Permit
- b. Valid PhilGEPS Registration

The Supplier/Service Provider with Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB – Prescribed forms), Income/Business Tax Return (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from the receipt of the notice of Single/Lowest Calculated Quotation.

The Head of the Procuring Entity (HoPE) of the MARINA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at **(+632) 8524-6518** or email address at bacsec@marina.gov.ph.

By the Authority of the Bids and Awards Committee:

MS. MELLANIE T. BALIN

Head, Bids and Awards Committee Secretariat

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

- (4) Quotations may be submitted through electronic mail at bacsec@marina.gov.ph.

- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) 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. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA 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.

7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the MARINA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant 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 may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its updated 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project/s shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

DESCRIPTION	Statement of Compliance (“Comply” or “Not Comply”)	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)																																																																		
<p>PROCUREMENT OF VARIOUS INKS AND TONER CARTRIDGES FOR MARINA CENTRAL OFFICE FOR 1ST QUARTER OF FY 2025</p> <p>Specifications/Deliverables:</p> <table border="1" data-bbox="156 618 901 1859"> <thead> <tr> <th>ITEM DESCRIPTION</th> <th>QTY</th> <th>UNIT</th> </tr> </thead> <tbody> <tr><td>1. Toner Cartridge, Brother TN-456 black, High Yield (original) 6,500 pages</td><td>31</td><td>Cart</td></tr> <tr><td>2. Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6,500 pages</td><td>17</td><td>Cart</td></tr> <tr><td>3. Toner Cartridge, Brother TN-456 Yellow, High Yield (original) 6,500 pages</td><td>17</td><td>Cart</td></tr> <tr><td>4. Toner Cartridge, Brother TN-456 Magenta, High Yield (original) 6,500 pages</td><td>17</td><td>Cart</td></tr> <tr><td>5. Toner Cartridge, Brother DR-451CL, High Yield (original) 3,000</td><td>5</td><td>Cart</td></tr> <tr><td>6. Ink Cartridge, Epson C13T664100 (T6641), Black (original)</td><td>70</td><td>btl</td></tr> <tr><td>7. Ink Cartridge, Epson C13T664200 (T6642), Cyan (original)</td><td>40</td><td>btl</td></tr> <tr><td>8. Ink Cartridge, Epson C13T664300 (T6643), Magenta (original)</td><td>35</td><td>btl</td></tr> <tr><td>9. Ink Cartridge, Epson C13T664400 (T6644), Yellow (original)</td><td>35</td><td>btl</td></tr> <tr><td>10. Ink Cartridge, EPSON, L31100 (003), black (original)</td><td>135</td><td>btl</td></tr> <tr><td>11. Ink Cartridge, EPSON, L31100 (003), Cyan (original)</td><td>80</td><td>btl</td></tr> <tr><td>12. Ink Cartridge, EPSON, L31100 (003), Magenta (original)</td><td>80</td><td>btl</td></tr> <tr><td>13. Ink Cartridge, EPSON, L31100 (003), Yellow (original)</td><td>80</td><td>btl</td></tr> <tr><td>14. Ink Cartridge, HP F6V27AA (HP680), Black (Original)</td><td>65</td><td>Cart</td></tr> <tr><td>15. Ink Cartridge, HP F6V27AA (HP680), Tri-color (Original)</td><td>55</td><td>Cart</td></tr> <tr><td>16. Brother BT6000BK, Black (Original)</td><td>6</td><td>btl</td></tr> <tr><td>17. Brother BT5000C, Cyan (Original)</td><td>4</td><td>btl</td></tr> <tr><td>18. Brother BT5000M, Magenta (Original)</td><td>4</td><td>btl</td></tr> <tr><td>19. Brother BT5000Y, Yellow (Original)</td><td>4</td><td>btl</td></tr> <tr><td>20. Ink Cartridge, HP CZ107AA (HP678) Black (Original)</td><td>4</td><td>Cart</td></tr> <tr><td>21. Ink Cartridge, HP CZ108AA (HP678) Tri-Color (Original)</td><td>4</td><td>Cart</td></tr> </tbody> </table> <p>Defective Items:</p> <p>The Prospective Supplier shall replace the defective items, within Seven (7) days upon receipt of the notification of the defect with the same specification at no cost to the MARINA.</p>	ITEM DESCRIPTION	QTY	UNIT	1. Toner Cartridge, Brother TN-456 black, High Yield (original) 6,500 pages	31	Cart	2. Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6,500 pages	17	Cart	3. Toner Cartridge, Brother TN-456 Yellow, High Yield (original) 6,500 pages	17	Cart	4. Toner Cartridge, Brother TN-456 Magenta, High Yield (original) 6,500 pages	17	Cart	5. Toner Cartridge, Brother DR-451CL, High Yield (original) 3,000	5	Cart	6. Ink Cartridge, Epson C13T664100 (T6641), Black (original)	70	btl	7. Ink Cartridge, Epson C13T664200 (T6642), Cyan (original)	40	btl	8. Ink Cartridge, Epson C13T664300 (T6643), Magenta (original)	35	btl	9. Ink Cartridge, Epson C13T664400 (T6644), Yellow (original)	35	btl	10. Ink Cartridge, EPSON, L31100 (003), black (original)	135	btl	11. Ink Cartridge, EPSON, L31100 (003), Cyan (original)	80	btl	12. Ink Cartridge, EPSON, L31100 (003), Magenta (original)	80	btl	13. Ink Cartridge, EPSON, L31100 (003), Yellow (original)	80	btl	14. Ink Cartridge, HP F6V27AA (HP680), Black (Original)	65	Cart	15. Ink Cartridge, HP F6V27AA (HP680), Tri-color (Original)	55	Cart	16. Brother BT6000BK, Black (Original)	6	btl	17. Brother BT5000C, Cyan (Original)	4	btl	18. Brother BT5000M, Magenta (Original)	4	btl	19. Brother BT5000Y, Yellow (Original)	4	btl	20. Ink Cartridge, HP CZ107AA (HP678) Black (Original)	4	Cart	21. Ink Cartridge, HP CZ108AA (HP678) Tri-Color (Original)	4	Cart			
ITEM DESCRIPTION	QTY	UNIT																																																																			
1. Toner Cartridge, Brother TN-456 black, High Yield (original) 6,500 pages	31	Cart																																																																			
2. Toner Cartridge, Brother TN-456 Cyan, High Yield (original) 6,500 pages	17	Cart																																																																			
3. Toner Cartridge, Brother TN-456 Yellow, High Yield (original) 6,500 pages	17	Cart																																																																			
4. Toner Cartridge, Brother TN-456 Magenta, High Yield (original) 6,500 pages	17	Cart																																																																			
5. Toner Cartridge, Brother DR-451CL, High Yield (original) 3,000	5	Cart																																																																			
6. Ink Cartridge, Epson C13T664100 (T6641), Black (original)	70	btl																																																																			
7. Ink Cartridge, Epson C13T664200 (T6642), Cyan (original)	40	btl																																																																			
8. Ink Cartridge, Epson C13T664300 (T6643), Magenta (original)	35	btl																																																																			
9. Ink Cartridge, Epson C13T664400 (T6644), Yellow (original)	35	btl																																																																			
10. Ink Cartridge, EPSON, L31100 (003), black (original)	135	btl																																																																			
11. Ink Cartridge, EPSON, L31100 (003), Cyan (original)	80	btl																																																																			
12. Ink Cartridge, EPSON, L31100 (003), Magenta (original)	80	btl																																																																			
13. Ink Cartridge, EPSON, L31100 (003), Yellow (original)	80	btl																																																																			
14. Ink Cartridge, HP F6V27AA (HP680), Black (Original)	65	Cart																																																																			
15. Ink Cartridge, HP F6V27AA (HP680), Tri-color (Original)	55	Cart																																																																			
16. Brother BT6000BK, Black (Original)	6	btl																																																																			
17. Brother BT5000C, Cyan (Original)	4	btl																																																																			
18. Brother BT5000M, Magenta (Original)	4	btl																																																																			
19. Brother BT5000Y, Yellow (Original)	4	btl																																																																			
20. Ink Cartridge, HP CZ107AA (HP678) Black (Original)	4	Cart																																																																			
21. Ink Cartridge, HP CZ108AA (HP678) Tri-Color (Original)	4	Cart																																																																			

<p>End-user Requirements:</p> <p>Conditions and Suppliers Responsibilities</p> <ol style="list-style-type: none"> 1. The prospective supplier shall bid in the above-listed items; 2. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation. 3. The prospective supplier shall deliver ONLY GENUINE INK/ORIGINAL TONER CARTRIDGES that comes in sealed and securely packed will be accepted. Refurbished and refillable will not be accepted. 4. The prospective supplier who accepted a Purchase Order and Notice to Proceed but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified in participating from future procurement activities of MARINA. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier. 	<p>Statement of Compliance ("Comply" or "Not Comply")</p>
<p>DELIVERY TERMS:</p> <p>Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP).</p>	
<p>PAYMENT TERMS:</p> <ol style="list-style-type: none"> 1. Send Bill Arrangement; 2. Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA; 3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and, 4. The supplier shall provide the bank account wherein payment will be credited. Preferably Land Bank Account otherwise, bank charges shall be borne by the supplier. 	

Documentary Requirements: (per RA9184)	
1. Copy of PhilGEPS Registration Number;	
2. 2025 Mayor's/Business Permit	
3. Copy of Business/Income Tax Return (ITR)	
4. The bidder must submit an Omnibus Sworn Statement 4.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or 4.2 To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint Venture.	
Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.	

FINANCIAL OFFER

<p><u>Terms of Payment:</u></p> <p><i>Within Fifteen-thirty (15-30) calendar days upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA</i></p>
<p><u>Payment Details:</u></p> <p><i>Banking Institution :</i> _____</p> <p><i>Account Number :</i> _____</p> <p><i>Account Name</i> <i>(should be the exact account name as registered in the bank):</i> _____</p> <p><i>Bank Branch :</i> _____</p>

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.

PROCUREMENT OF VARIOUS INKS AND TONER CARTRIDGES FOR MARINA CENTRAL OFFICE FOR 1ST QUARTER OF FY 2025

Approved Budget for the Contract (ABC)	Total Offered Quotation
<p align="center"><i>Nine Hundred Ninety-Eight Thousand Six Hundred Sixty-Five Pesos (P998,665.00)</i></p>	<p align="center">In words:</p> <p>_____</p> <p>_____</p> <p align="center">In figures:</p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es