



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 ORIGINAL INKS AND TONERS FOR 4th QUARTER 2025 (2nd Posting)**, in accordance with Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009 or The New Government Procurement Act. The Approved Budget for the Contract (ABC) is **Nine Hundred Ninety-Eight Thousand Seven Hundred Twenty-Five Pesos (₱998,725.00) inclusive of all applicable taxes.**

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 17 December 2025**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Mr. JOSE LOUIE B. BANUA

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 the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB – Prescribed forms), Income/Business Tax Return (for ABC's above Php500k)** 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 clarification, you may contact the BAC Secretariat at **+632 8524-6518** or at bacsec@marina.gov.ph.

Ms. MELLANIE T. BALIN

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 are 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 pesos, 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 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:

SPECIFICATION			Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
VARIOUS ORIGINAL INKS AND TONERS FOR 4th QUARTER 2025					
ITEM DESCRIPTION	QTY	UNIT			
1. Toner Cartridge, Brother TN-456, black high yield (original) 6, 500 pages	25	Cart			
2. Toner Cartridge, Brother TN-456, cyan high yield (original) 6, 500 pages	16	Cart			
3. Toner Cartridge, Brother TN-456, yellow high yield (original) 6, 500 pages	16	Cart			
4. Toner Cartridge, Brother TN-456, magenta high yield (original) 6, 500 pages	16	Cart			
5. Toner Cartridge, Brother DR-451 CL, high yield (original) 3,000 pages	5	Cart			
6. Ink Cartridge, Epson C13T664100 (T6641), Black (original)	72	Btl			
7. Ink Cartridge, Epson C13T664200 (T6642), Cyan (original)	58	Btl			
8. Ink Cartridge, Epson C13T664300 (T6643), Magenta (original)	58	Btl			
9. Ink Cartridge, Epson C13T664400 (T6644), Yellow (original)	58	Btl			
10. Ink Cartridge, Epson L31100 (003), Black (original)	80	Btl			
11. Ink Cartridge, Epson L31100 (003), Cyan (original)	65	Btl			
12. Ink Cartridge, Epson L31100 (003), Yellow (original)	65	Btl			
13. Ink Cartridge, Epson L31100 (003), Magenta (original)	65	Btl			
14. Brother BT5000BK, Black (original)	8	Btl			
15. Brother BT5000C, Cyan (original)	7	Btl			
16. Brother BT5000Y, Yellow (original)	7	Btl			
17. Brother BT5000M, Magenta (original)	7	Btl			
18. Toner Cartridge, HP204 (CF510A) (original), Black	2	Cart			
19. Toner Cartridge, HP204 (CF511A) (original), Cyan	1	Cart			
20. Toner Cartridge, HP204 (CF512A) (original), Yellow	1	Cart			
21. Toner Cartridge, HP204 (CF513A) (original), Magenta	1	Cart			
22. Toner Cartridge, HP CE285A (HP85A), Black (Original)	32	Cart			
X-X-X-X-X-X-X-X					
DEFECTIVE ITEMS:			Statement of Compliance ("Comply" or "Not Comply")		
<ul style="list-style-type: none"> Should the item be found defective, not compatible, or not authentic/genuine, the bidder shall replace the item immediately within three (3) calendar days from receipt of request for replacement. 					

<p><u>CONDITIONS AND SUPPLIERS RESPONSIBILITIES:</u></p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>
<ul style="list-style-type: none"> • The prospective bidder shall bid in the above- listed items; • All bids shall be considered as fixed prices and not subject to price escalation during contract implementation. • The prospective supplier who accepts a Purchase Order and Notice to Proceed but failed to deliver the required goods within the time specified in the purchase order shall be disqualified from participating in 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><u>DOCUMENTARY REQUIREMENTS:</u></p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>
<p>Certification from Manufacturer or Distributor that the Bidder is authorized to sell the consumables being offered.</p>	
<p><u>DELIVERY TERMS:</u></p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>
<ul style="list-style-type: none"> • Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP). • The winning bidder shall deliver the ink/toner cartridges at MARINA Building 20th St., corner Bonifacio Drive 1018 Port Area (South), Manila. 	
<p><u>PAYMENT TERMS:</u></p>	<p>Statement of Compliance ("Comply" or "Not Comply")</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. 	
<p>DOCUMENTARY REQUIREMENTS</p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>
<ol style="list-style-type: none"> 1. PhilGEPS Registration Number; 	

2. Mayor's Permit/Business Permit	
3. Income/Business Tax Return	
<p>4. Omnibus Sworn Statement.</p> <p>3.1 To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or</p> <p>3.2 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.</p>	
<p>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</p>	

FINANCIAL OFFER

<u>Terms of Payment:</u>
<i>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;</i>
<u>Payment Details:</u>
Banking Institution : _____
Account Number : _____
Account Name (should be the exact account name as registered in the bank): _____
Bank Branch : _____

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.

VARIOUS ORIGINAL INKS AND TONERS FOR 4th QUARTER 2025	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p align="center"><i>Nine Hundred Ninety-Eight Thousand Seven Hundred Twenty-Five Pesos (P998,725.00)</i></p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF VARIOUS ORIGINAL INKS AND TONERS FOR THE 4TH QUARTER 2025

Project Title	PROCUREMENT OF VARIOUS ORIGINAL INKS AND TONERS FOR 4TH QRT 2025			
Approved Budget of the Contract	The Approved Budget for the Contract is (P998,725.00) inclusive of all applicable taxes.			
Specifications/ Deliverables ONE (1 LOT)	ITEM DESCRIPTION	QTY	UNIT	
	1. Toner Cartridge, Brother TN-456, black high yield (original) 6, 500 pages	25	Cart	
	2. Toner Cartridge, Brother TN-456, cyan high yield (original) 6, 500 pages	16	Cart	
	3. Toner Cartridge, Brother TN-456, yellow high yield (original) 6, 500 pages	16	Cart	
	4. Toner Cartridge, Brother TN-456, magenta high yield (original) 6, 500 pages	16	Cart	
	5. Toner Cartridge, Brother DR-451 CL, high yield (original) 3,000 pages	5	Cart	
	6. Ink Cartridge, Epson C13T664100 (T6641), Black (original)	72	Btl	
	7. Ink Cartridge, Epson C13T664200 (T6642), Cyan (original)	58	Btl	
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	10. Ink Cartridge, Epson L31100 (003), Black (original)	80	Btl	
	11. Ink Cartridge, Epson L31100 (003), Cyan (original)	65	Btl	
	12. Ink Cartridge, Epson L31100 (003), Yellow (original)	65	Btl	
	13. Ink Cartridge, Epson L31100 (003), Magenta (original)	65	Btl	
	14. Brother BT5000BK, Black (original)	8	Btl	
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	16. Brother BT5000Y, Yellow (original)	7	Btl	
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	20. Toner Cartridge, HP204 (CF512A) (original), Yellow	1	Cart	
	21. Toner Cartridge, HP204 (CF513A) (original), Magenta	1	Cart	
	22. Toner Cartridge, HP CE285A (HP85A), Black (Original)	32	Cart	
		x-x-x-x-x-x-x		
	Defective Items	Should the item be found defective, not compatible, or not authentic /genuine, the bidder shall replace the item immediately within three (3) calendar days from receipt of request for replacement.		
Conditions and Suppliers Responsibilities	<input type="checkbox"/> The prospective bidder shall bid in the above-listed items; <input type="checkbox"/> All bids shall be considered as fixed prices and not subject to price escalation during contract implementation. <input type="checkbox"/> The prospective supplier who accepts a Purchase Order and Notice to Proceed but fails to deliver the required goods within the time specified in the purchase order shall be disqualified from participating in future procurement activities of MARINA. This is without prejudice to the imposition of other sanctions provided under R.A. 9184 and its Revised Implementing Rules and Regulations (IRR) against the supplier.			
Documentary Requirements	a. Proof of Valid PhilGEPS Registration; b. Mayor's/Business Permit; c. Copy of Business/Income Tax Return (ITR) d. Notarized Omnibus Sworn Statement e. To attach duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship), or 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			

	<p>f. Additional Documentary Requirement:</p> <ul style="list-style-type: none"> ▪ Certification from Manufacturer or Distributor that the Bidder is authorized to sell the consumables being offered <p>The Lowest Calculated Bidder (LCB) shall be required to present/submit the original copies of the documents for verification/validation.</p>
Delivery Terms	<ul style="list-style-type: none"> <input type="checkbox"/> Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP). <input type="checkbox"/> The winning bidder shall deliver the ink/toner cartridges at MARINA Building 20th St., corner Bonifacio Drive 1018 Port Area (South), Manila.
Payment Terms	<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.

PREPARED BY:



VIEN CONSTANTINE C. MESINA
Chief, GSD/MFAS

RECOMMENDING APPROVAL:



ATTY MARIVIC S. RAMOS, CPA
Director II, MFAS