

**TERMS OF REFERENCE  
FOR THE  
CONSULTANCY SERVICES FOR THE CONCEPTUAL DESIGN OF THE  
PROPOSED MARITIME INDUSTRY AUTHORITY (MARINA) MAIN OFFICE  
BUILDING**

**I. PROJECT BACKGROUND**

The Maritime Industry Authority (MARINA) was created on 1 June 1974, as an attached agency to the Office of the President (OP) with the issuance of PD 474, to integrate the development, promotion and regulation of the maritime industry in the country. With the creation of the Department of Transportation and Communications (DOTC) by virtue of Executive Order No. 546, the MARINA was attached to the DOTC for policy and program coordination on 23 July 1979.

The MARINA, as the single administration in the Philippines, is responsible for oversight in the implementation of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended.

At present, the MARINA Central Office is composed of the **Office of the Administrator, Office of the Deputy Administrator for Operations, Office of the Deputy Administrator for Planning**; the eight (8) line offices, namely, the **Manpower Development Office, Maritime Safety Office, Domestic Shipping Office, Overseas Shipping Office, Shipyard Regulations Office Franchising Office, Enforcement Office and the Standards of Training, Certification and Watchkeeping (STCW) Office**; and, the four (4) support offices, namely, the **Maritime Legal Affairs Office, Administrative and Finance Office, Planning and Policy Office and Management Information Systems Office**. The MARINA also has ten (10) MARINA Regional Offices (MRO), the **MRO I & II, MRO IV - A & B, MRO V, MRO VI, MRO VII, MRO VIII, MRO IX, MRO X & XIII, MRO XI and MRO XII**.

MARINA generates around PHP400 million of revenue annually and play's a major role in the promotion and development of the maritime industry. MARINA is mandated to adopt and implement a practicable and coordinated Maritime Industry Development Program (MIDP), provide the necessary financial and technical assistance to the industry thru public/private financial institutions and instrumentalities and provide for the effective supervision, regulation and rationalization of the organizational management, ownership and operations of all water transport utilities and other maritime enterprises.

Presently, MARINA is renting an old building which was once a department store, located at Taft Avenue corner Kalaw Street in Manila which houses the Agency's

Central Office, with a monthly rental of around PHP3.50 million. The design configuration of the said building is for retailing and not appropriate for the DOTC's mission of providing effective, efficient and secure infrastructure in the transportation sector and with MARINA 2016 vision: **a premier maritime administration in Southeast Asia propelling the Philippine maritime industry to global competitiveness.**

Towards this end, the MARINA envisions to enhance the image of the Authority, to effectively and efficiently deliver its vision to be the premier maritime administration in Southeast Asia propelling the Philippine maritime industry to global competitiveness by providing a state-of-the-art economical, secured, energy-efficient, environment-friendly and classified to be an intelligent building, prepared to be a brand new IT-ready office which shall incorporate green architecture. Finally, the design shall include earthworks, perimeter fence, drainage, drawings, open parking spaces, landscapes, road signs and pavement markings.

## **II. PROJECT OBJECTIVES**

The project aims to:

1. Engage the services of a qualified consultant to prepare a conceptual design and performance specifications and parameters as defined in Annex "G" of the Revised Implementing Rules and Regulations of Republic Act No. 9184 (The Government Procurement Reform Act), otherwise known as, "The Guidelines for the Procurement and Implementation of Contracts for Design and Build Infrastructure Projects; and,
2. Assist in the preparation of the Bidding Documents for the design and construction of the MARINA Main Office Building.

## **III. SCOPE OF THE SERVICES**

1. Prepare and submit the Conceptual Design, Performance Specification and Parameters and initial cost estimate including construction schedule for the construction of the proposed MARINA Main Office Building in collaboration with the duly designated MARINA Design and Build Committee (DBC).
2. Prepare and submit for approval by MARINA the Approved Budget for Contract (ABC) to cover design and construction works.
3. Provide professional advice and assistance to the MARINA in the:

- a. preparation of bidding documents for the design and construction of the MARINA Main Office Building;
- b. conduct of pre-bid conference prior to submission and opening of bids;
- c. preparation of answers/ replies to queries submitted by the bidders;
- d. evaluation of bid documents submitted by the bidders; and,
- e. submission of recommendation of winning bidder to the MARINA.

#### **IV. MINIMUM QUALIFICATION OF CONSULTANT**

The following persons/entities is allowed to participate in the bidding for consulting services:

- a. Duly licensed Filipino citizen/sole proprietorship;
- b. Partnership duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- c. Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- d. Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) belongs to citizens of the Philippines; or
- e. Persons/entities forming themselves into a joint venture, i.e./ a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

#### **V. DOCUMENTARY REQUIREMENTS**

##### **a) Class “A” Documents**

###### **Legal Documents**

- a. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents;
- b. Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

###### **Technical Documents**

- a. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts

awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by GPPB.

- b. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.

**Financial Document**

- a. The consultant’s audited financial statements, showing among others the consultant’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

**b) Class “B” Document**

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be include in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

In the case of foreign consultants, the foregoing eligibility requirements under Class “A” Documents may be substituted by the appropriate equivalent documents, If any, issued by the foreign consultant’s country. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Class “A” and “B” Documents if they are in other foreign language.

**VI. DELIVERABLES**

The Consultant shall prepare and submit to the MARINA the following outputs each period of services:

OUTPUT	TIMELINE
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1. Project Description	At the Commencement of Service
2. Conceptual Design	Within fifteen(15) days after Commencement of Service
3. Performance Specification and Parameters	Within fifteen(15) days after Commencement of Service
4. Preliminary Survey and Mapping	Within fifteen(15) days after Commencement of Service
5. Preliminary Investigations	Within fifteen(15) days after Commencement of Service
6. Utility Locations	Within fifteen(15) days after Commencement of Service
7. Approved Budget for the Contract	Within fifteen(15) days after Commencement of Service
8. Proposed Design and Construction Schedule	Within fifteen(15) days after Commencement of Service
9. Minimum requirements for a Construction Safety and Health Program for the project being considered	Within fifteen(15) days after Commencement of Service
10. Tender/Bidding Documents, including Instructions to Bidders and Conditions of Contract	Within fifteen(15) days after Commencement of Service
11. Bid Evaluation Report	Three (3) days after Final Result of Evaluation of Bidders
12. Final Consultancy Report and Project Completion Report	Two (2) days after Issuance of Notice to Proceed

## VII. PROJECT DURATION

The project is expected to begin immediately upon award and signing of the Contract of Consultancy Services. Submission of deliverables (items No.1 to10) shall start upon the signing of the Contract of Consultancy within fifteen (15) days upon Commencement of Service up to **19 September 2013**. Provisions of advice and assistance to the MARINA shall end after the signing of the Notice to Proceed by the MARINA to the winning Bidder for the construction of the MARINA Building, and

submission of Consultancy Final Report and Project Completion Report two (2) days after **16 October 2013**.

### **VIII. COST OF SERVICES**

The above services shall have a lump sum cost of Five Hundred Thousand Pesos (PHP 500,000.00)(VAT-Inclusive) to be billed by milestone deliverables, as follows:

Milestones	Percent	Amount (In PhP)
Submission of Project Description	20%	100,000.00
Submission of Conceptual Design, Performance Specification and Parameters, Preliminary Survey and Mapping, Preliminary Investigations, Utility Locations, Approved Budget for the Contract, Proposed Design and Construction Schedule, Minimum requirements for a Construction Safety and Health Program for the project being considered.	30%	150,000.00
Submission of draft and final bidding documents	25%	125,000.00
Submission of Final Consultancy Report and Project Completion Report	25%	125,000.00
<b>TOTAL</b>	<b>100%</b>	<b>P500,000.00</b>

### **IX. SOURCE OF FUNDING**

The budget for this Consultancy Project is Five Hundred Thousand Pesos (PHP 500,000.00)(VAT-Inclusive), to be sourced from the Approved Budget for the Contract (ABC) for payments under the Contract for Design and Build for the MARINA Main Office Building, as authorized in the MARINA Budget in the General Appropriations Act (GAA) of 2013.