

**PROCUREMENT OF CONSUMABLES FOR ID CARD PRINTER
MODEL XID 8300
STCW OFFICE, MARINA
FY 2024**

TERMS OF REFERENCE (TOR)

**Bids and Awards Committee
Maritime Industry Authority**
Bonifacio Drive, 20th Street, Port Area, Manila, Philippines

TERMS OF REFERENCE (TOR)
PROCUREMENT OF CONSUMABLES FOR ID CARD PRINTER MODEL XID 8300
STCW OFFICE, MARINA
FY 2024

I. INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency created in 1974 pursuant to Presidential Decree No. 474 and attached to the Department of Transportation (DOTr), intends to procure consumables suitable for Matica EDIsecure XID Retransfer Card Printer Model 8300.

The procured consumables are intended for ID cards of the Professional ID license issued to marine engine and deck officers by the Certification Division, MARINA-STCW Office.

II. APPROVED BUDGET

The Approved Budget for the Contract (ABC) is **THREE MILLION ONE HUNDRED SEVEN THOUSAND AND SEVEN HUNDRED FIFTY PESOS (P3,107,750.00)**. (This is included in the STCW Office Project Procurement Management Plan (PPMP) for FY 2024)

III. SPECIFICATIONS

| Item No. | DESCRIPTION | QTY | UNIT COST (P) | TOTAL COST (P) |
|--------------|---|-----|---------------|-----------------------|
| 1. | Matica Technologies EDIsecure XID Ribbon > YMCK Ultra High Definition Color Ribbon 500 prints (Dual sided) | 50 | 30,950.00 | 1,547,500.00 |
| 2. | Matica Technologies EDIsecure XID 8300 Retransfer Films > High Definition Retransfer Films Yields: 500 counts/rolls for dual sided printing | 62 | 8,950.00 | 554,900.00 |
| 3 | Matica Technologies MARINA-customized Lamination Hologram > MARINA Ultra High Resolution Hologram > MARINA High Security Features Hologram > MARINA-registered Hologram Patch Mil Patched, 550 Patches/roll | 34 | 29,500.00 | 1,003,000.00 |
| TOTAL | | | | P 3,105,400.00 |

IV. CONDITIONS AND SUPPLIER RESPONSIBILITIES

1. The supplier must meet the prescribed consumables for Matica EDIsecure XID Retransfer card printers.
2. The supplier may submit an offer which provides for superior quality and/or terms and conditions advantageous to MARINA at no extra cost.
3. The supplier bids shall be considered as fixed prices and not subject to escalation during contract implementation.
4. The supplier shall replace the defective items within seven (7) days upon receipt of notification of the defect with the same quality and specifications at no cost to MARINA.

5. A warranty security shall be required from the contract awardee which shall be covered by either retention money in an amount equivalent to at least one percent (1%) but to not exceed five percent (5%) of every progress payment or a special bank guarantee equivalent to at least one percent (1%) of the total contract price pursuant to Section 62 of the 2016 Revised IRR of Republic Act No. 9184, for a minimum period of at least three (3) months after acceptance of the delivered supplies in order to assure that manufacturing defects shall be corrected by the supplier. The said amount shall only be released after lapse of the warranty period. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

V. TERMS OF PAYMENT

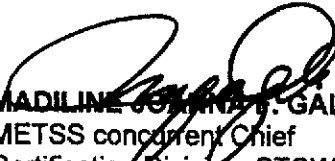
Progress payment shall be made thirty (30) days from the date of delivery and acceptance by the MARINA.

VI. PERIOD OF DELIVERY


The following is the schedule of delivery:

| Delivery | Date |
|----------------------|---|
| Full delivery (100%) | 30 working days upon receipt of the Notice to Proceed |

Prepared by:


MADILINE JOHANNA T. GALVE
 METSS concurrent Chief
 Certification Division, STCW Office

Reviewed by:


 RALPH A. NARVAEZ
 Head, Technical Working Group
 for Goods and Services


 ATTY. SHARON D. ALEJO
 Chairperson, MARINA BAC

Approved by:


 Atty. HERNANI N. FABIA
 Administrator