



## MARITIME INDUSTRY AUTHORITY

### TERMS OF REFERENCE (TOR)

#### PROCUREMENT OF PRINTERHEADS FOR SEAFARERS' IDENTITY DOCUMENT (SID) PRINTERS FOR 2023

##### 1. BACKGROUND

The Seafarers' Identity Document (SID) and Seafarers' Record Book (SRB) project was implemented by the Maritime Industry Authority (MARINA) on 08 July 2019 in accordance with the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185) of the International Labour Organization (ILO), which was ratified by the Philippines on 19 January 2012. Article 2, paragraph 1 of the said Convention requires that each Member of the ILO, for which the Convention is in force, shall issue to each of its nationals, who is a seafarer and makes an application to that effect, a seafarers' identity document. Thus, it is incumbent upon MARINA to ensure availability of SID consumables needed for the continuing issuance of the said document to Filipino nationals applying for it.

##### 2. SCOPE OF THE PROCUREMENT

The Manpower Development Service (MDS), MARINA intends to procure Five (5) Printerhead for SID printers in accordance with Section 50(c) of Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act" and its Revised Implementing Rules and Regulations (IRR), which provides that **Direct Contracting** may be resorted to for those goods sold by an exclusive dealer or manufacturer, which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the Government.

##### 3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC **Three Hundred Fifty Thousand Pesos (Php 350,000.00)**, inclusive of VAT and other applicable government taxes, chargeable against the approved 2023 budget of MARINA. The ABC will cover the cost of **five (5) Printerhead for SID Printers** based on the specifications herein provided.

##### 4. SPECIFICATIONS

###### SID PRINTERHEAD

- SID Printer brand and model: HID FARGO DTC5500LMX
- Serial numbers of SID printers for replacement of printerhead
  - a. B7390060
  - b. B8120106
  - c. B7390068
  - d. B7390064
  - e. B7390063

## 5. TERMS AND CONDITIONS OF THE CONTRACT

5.1. The supplier must meet the specifications as prescribed in this TOR and must work and compatible with the existing SID equipment being used for the issuance of SID of MARINA.

5.2. The price quotation submitted by the supplier shall be considered as fixed prices and not subject to price escalation during contract implementation.

5.3. Payment shall be made in accordance with the terms as specified in this TOR.

5.4. The deliveries shall be subject to inspection and acceptance by the end-user in coordination with the General Services Division (GSD) of the Management, Finance and Administrative Service (MFAS), MARINA. Failure to do so will be subject to imposition of appropriate penalties.

5.5. Payment shall be made thirty (30) days from the date of delivery of the equipment parts and acceptance by the MARINA.

5.6. A warranty security in an amount equivalent to one (1%) percent of payment pursuant to Section 62 of the Revised IRR of RA 9184 shall be required from the contract awardee for a minimum period of three (3) months after acceptance by the end user of the delivered SID Printerheads, in order to assure that any manufacturing defects shall be corrected by the supplier. The said amount will be represented to the winning bidder after the lapse of the warranty period. Provided, however, that the equipment parts delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

5.7. The warranty coverage of each SID printerhead shall be three (3) years or 9,500 prints whichever comes first.

## 6. PERIOD OF DELIVERY

<b>Delivery</b>	<b>Period</b>	<b>Deliverables</b>
Full Delivery	Within 4 months after receipt of Notice to Proceed (NTP).  Staggered deliveries are allowed within the aforesaid period.	100% or 5 pcs of Printerheads for SID printers

The delivery must be made within office hours and on regular working days or the stipulated date in the contract unless other specification is provided for valid reason.

**7. PAYMENT TERMS**

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


**Prepared by:**

  
**FRENZ JOY J. CORTEZ**  
MIDS II, SCDD, MDS

**Recommending Approval:**

  
**ARSENIO F. LINGAD II**  
Director II, MDS

**Reviewed by:**

  
**JOHN E. GUARDAYA**  
Head, Technical Working Group  
Information Technology

  
**ATTY. SHARON D. ALEDO**  
Chairperson, MARINA BAC

**APPROVED / ~~DISAPPROVED~~:**

  
**Atty. HERNANI N. FABIA**  
Administrator