

**PROCUREMENT OF BLANK CERTIFICATE FORMS FOR CERTIFICATE OF
COMPETENCY (COC), CERTIFICATE OF ENDORSEMENT (COE) AND
CERTIFICATE OF PROFICIENCY (COP)
FOR THE STCW OFFICE, MARITIME INDUSTRY AUTHORITY
FY 2017**

TERMS OF REFERENCE (TOR)

18 April 2017

**Bids and Awards Committee
Maritime Industry Authority**

Parkview Plaza, 984 Taft Avenue cor. T.M. Kalaw Ext. St.
Ermita, 1000 Manila

MARINA-BIDS AND AWARDS COMMITTEE

PROCUREMENT OF BLANK CERTIFICATE FORMS FOR CERTIFICATE OF COMPETENCY (COC), CERTIFICATE OF ENDORSEMENT (COE) AND CERTIFICATE OF PROFICIENCY (COP) FOR THE STCW OFFICE, MARINA FOR FY 2017

1. SCOPE OF THE PROJECT

The Maritime Industry Authority (MARINA) wishes to receive Quotations from Recognized Government Printers (RGP) for its procurement of **SEVEN HUNDRED THOUSAND (700,000)**¹ additional **BLANK CERTIFICATE FORMS** for COC, COE and COP requirement covering the period **FY 2017** in accordance with Government Procurement Policy Board (GPPB) Resolution No. 05-2010 and Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **TWENTY THREE MILLION EIGHT HUNDRED THOUSAND PESOS (P23,800,000.00)**.²

3. DELIVERABLES

BLANK CERTIFICATE FORMS FOR CERTIFICATE OF COMPETENCY (COC), CERTIFICATE OF ENDORSEMENT (COE) AND CERTIFICATE OF PROFICIENCY (COP) WITH THE FOLLOWING TECHNICAL SPECIFICATIONS (SEE ATTACHED MARINA SAMPLE)

1. **SIZE:** 11-3/4" X 8 -1/2"
2. **MATERIALS:** IMPORTED CBS1 SECURITY PAPER
3. **NUMBERING:** PRE-NUMBERED, IN THE LEFT LOWER SIDE OF THE PAPER, CLEAR TEXT FORM FONT COLOR BLACK
4. **SECURITY FEATURES:** FOUR (4) COLORS- RED/YELLOW/BLUE/BLACK, WITH ULTRA VIOLET (GREEN), INVISIBLE PLANCHETTES AND MICROPRINT (LINE FOR THE ADMINISTRATOR SIGNATURE), MARINA LOGO WATERMARK (ULTRA VIOLET), ZIGZAG WATERMARK AND SINGLE PLY

¹ See attached proposal from the Certification Division (Annex "A")

² See attached Annex "B" for the Market Survey

4. TERMS OF REFERENCE

- 4.1. The prospective bidders must meet the prescribed technical specifications of the Blank Certificate Form for Certificate of Competency (COC), Certificate of Endorsement (COE) and Certificate of Proficiency (COP) of MARINA.
- 4.2. The prospective bidders may submit an offer which provides for superior quality and/or better terms and conditions advantageous to MARINA at no extra cost.
- 4.3. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation.
- 4.4. Payment shall be made on a per delivery basis.
- 4.5. The prospective bidder shall replace the defective blank certificate form for COC, COE and COP within seven (7) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA.
- 4.6. The appropriate RGP engaged by MARINA shall directly undertake the printing services for the contracts entered into, and cannot engage, subcontract, or assign any private printer to undertake the performance of the printing service pursuant to Item 4.6, Annex A of GPPB Resolution No. 05-2010.
- 4.7. To guarantee the faithful performance by the winning bidder of its obligations under the contract in accordance with the Bidding Documents, it shall post the performance security prior to the signing of the contract. The performance security shall be denominated in Philippine Pesos and posted in favor of MARINA, which shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract, pursuant to Items 39.1, 39.2 and 39.3, respectively, of Revised IRR of RA 9184.
- 4.8. A warranty security in an amount equivalent to ten (10 %) percent of every progress 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 or after consumption thereof, in order to assure that manufacturing defects shall be corrected by the supplier. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the blank certificate forms for COC, COE and COP delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

- 4.9. The winning bidder shall submit a sample of the final blank certificate form for COC, COE and COP within four (4) calendar days from receipt of the Notice of Award which will be approved by the concerned end-user unit and the STCWO BAC-TWG on Goods and Services.

5. PERIODS OF DELIVERY

The following is the schedule of delivery:

Delivery	Dates
1 st Delivery- 50%	15 calendar days from receipt of the Notice to Proceed
2 nd Delivery-25%	first week of June 2017
3 rd Delivery-25%	last week of September 2017