

**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

