

**PROCUREMENT OF BLANK SECURITY PAPERS FOR  
CENTRAL AND REGIONAL OFFICES  
OF THE MARITIME INDUSTRY AUTHORITY  
FOR FY 2017**

**TECHNICAL SPECIFICATIONS AND TERMS OF REFERENCE (TOR)**

**Bids and Awards Committee**  
**Technical Working Group for Goods and Services**  
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**MARINA-BIDS AND AWARDS COMMITTEE**  
**PROCUREMENT OF BLANK SECURITY PAPERS FOR CENTRAL AND REGIONAL**  
**OFFICES OF THE MARINA FOR FY 2017**

**1. SCOPE OF THE PROJECT**

The Maritime Industry Authority (MARINA) wishes to receive Quotation from Recognized Government Printers (RGP) for its procurement of Blank Security Papers for the following certificates:

Type of Certificate	Quantity
a. Seafarer Identification Booklet (SIB)	13,911 pcs
b. Certificate of Public Convenience (CPC) 3-ply	1 pads
c. Registration Certificate (REG)	81 pads
d. Domestic Shipping Service Certificate (DSS)	6 pads
e. Overseas Shipping Service Certificate (OSS)	7 pads
f. Tonnage Measurement Certificate (TMC) - SRS	31 pads
g. Loadline Certificate (LL) - SRS	31 pads
h. CS Legal - SRS	80 pads
i. CR Legal - SRS	4 pads
j. Ship Safety Certificate (SSC) - MSS	339 pads
k. Accreditation Certificate (ACCR) - MSS	18 pads
l. Safety Management Certificate (SMC) - MSS	16 pads
m. Miscellaneous (MISC) - MSS	334 pads
<b>TOTAL</b>	

covering the period **FY 2017**, in accordance with GPPB Resolution No. 05-2010 and RA 9184 and its Revised IRR.

**2. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **THREE MILLION FIVE HUNDRED SEVEN THOUSAND FIVE HUNDRED FORTY EIGHT AND 50/100 (P3,507,548.50) PESOS.**

**3. DELIVERABLES**

**A. SEAFARER IDENTITY BOOKLET (SIB)**

Size	3-15/16" down x 10-5/6" across (3 folds), 1-ply
Paper	CBS1 Security Paper planchetes and watermark. Design and format as per attached sample
Workings	<ul style="list-style-type: none"> <li>UV Reactive Mark</li> <li>MARINA Logo on the front page and page 2</li> <li>MARINA Microtext on the line for the Bearer's Signature</li> </ul>
Color	Off-white
Numbering	Pre-numbered Serial Number, clear text form font color black
Finishing	Bound-Loose
Packaging	Wrapped in parcels

## B. CERTIFICATE OF PUBLIC CONVENIENCE (CPC)

Size	8½ inch x 13 inch (Folio), 3-ply x 50 sheets
Materials	Imported CBS1 Security Paper
Numbering	Pre-numbered, in the lower right side of the paper, clear text form font color black
Paper Color	White
Others	Rainbow colors with ultra violet (yellow), watermark, planchettes visible and invisible; Three-Ply

## C. OTHER BLANK SECURITY PAPERS

Size	8½ inch x 13 inch (Folio), 2-ply x 50 sheets
Materials	Imported CBS1 Security Paper
Numbering	Prefix (as shown below) plus pre-numbered, in the lower right side of the paper, clear text form font color black
Paper Color	White
Others	Rainbow colors with ultra violet (yellow), watermark, planchettes visible and invisible; Two-Ply

Type of Certificate	Prefix to be Used
a. Registration Certificate (REG)	REG
b. Domestic Shipping Service Certificate (DSS)	DSS
c. Overseas Shipping Service Certificate (OSS)	OSS
d. Tonnage Measurement Certificate (TMC) - SRS	TMC
e. Loadline Certificate (LL) - SRS	LL
f. CS Legal - SRS	CS
g. CR Legal - SRS	CR
h. Ship Safety Certificate (SSC) - MSS	SSC
i. Accreditation Certificate (ACCR) - MSS	ACCR
j. Safety Management Certificate (SMC) - MSS	SMC
k. Miscellaneous (MISC)	MISC

## 4. TERMS OF REFERENCE

- 4.1. The prospective bidders must meet the prescribed specifications of the Blank Security Papers of MARINA.
- 4.2. The prospective bidders shall 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. Prospective bidders shall bid in all the above-listed items.
- 4.5. Payment shall be made on a per delivery basis.
- 4.6. The prospective bidder shall replace the defective paper within seven (7) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA.



- 4.7. 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.
- 4.8. 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.
- 4.9. 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 security and ordinary papers delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
- 4.10 The winning bidder shall submit the final proof within seven (7) days from receipt of the Notice of Award which will be approved by the concerned end-user unit and the BAC-TWG for Goods and Services.

## 5. PERIODS OF DELIVERY

The following is the schedule of delivery:

Delivery	Dates	Quantity
First	15 days upon receipt of Notice to Proceed	50% of the required quantity by type of certificate
Second	30 days after first delivery	Remaining 50% of the required quantity by type of certificate

Prepared by:

BAC- Technical Working Group per Special Order No. 1633-15

  
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