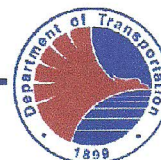




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS  
**MARITIME INDUSTRY AUTHORITY**  
STCW OFFICE



# PURCHASE REQUEST

Office: STCWO

Division/Section: **Certification Division**

Date Request: **23 October 2017**

PR No.: 2017-10-610 dtd/10-18-25-17  
SAI No.: .

SAI No. :

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1		Rental of Buses (Manila to Batangas, V.V.)	2		90,000.00
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px;"> <p>INCLUDED IN THE APP for FY <u>2013</u></p> <p><i>[Signature]</i></p> <p>TOTAL</p> <p>CONSUELO T. DELA CRUZ</p> </div> <div style="text-align: right;"> <p>90,000.00</p> </div> </div>					

**Signature:**

Printed Name: \_\_\_\_\_

Designation

**Requisitioning Officer**

**ATTY. VERA JOY S. BAN-EG**  
Officer-In-Charge,  
Office of the Executive Director  
(Deputy Executive Director)

**Purpose:**

Rental of Buses (Manila to Batangas, V.V.) for the conduct of Shipboard Familiarization on 08-10 December 2017



## FUNDS AVAILABLE

NO FUNDS AVAILABLE

## CERTIFICATION

MELLANIE T. BALIN

Administrative Officer V

OIC, Budget Division, FMS

☒ Approved

☐ Disapproved

PR Approver

Signature: \_\_\_\_\_

Printed Name:

**MARCIAL QUIRICO C. AMARO III, PhD**

Administrator

### Designation

**Note:**

Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)

**TERMS OF REFERENCE (TOR) FOR RENTAL OF BUSES (MANILA TO BATANGAS, V.V.) FOR THE CONDUCT OF SHIPBOARD FAMILIARIZATION ON 08-10 DECEMBER 2017**

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**I. INTRODUCTION**

The Maritime industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 in 1974 and attached to the Department of Transportation (DOTr), wishes to invite quotations from interested persons and transportation entities to provide the needed logistical requirements for bus transportation (Manila to Batangas, v.v) on the conduct of **Shipboard Familiarization** scheduled on **08-10 December 2017**.

**II. NUMBER OF PARTICIPANTS**

A total of more or less sixty-nine (69) participants consisting of Personnel from the Office of the Executive Director, Board of Examiners (Deck and Engine), Regular and Job Order Staff of the Certification Division are expected to participate in the said event.

**III. LOGISTICAL SUPPORT/REQUIREMENTS**

DETAILS	REQUIREMENTS
Date of Trip, Time and Destination <ul style="list-style-type: none"><li>➤ 08 December 2017<ul style="list-style-type: none"><li>➤ 3:00 pm</li><li>➤ Pick-Up – MARINA Parkview Plaza, Taft Ave. corner T.M. Kalaw St., Ermita, Manila</li><li>➤ Drop-off – Batangas Port</li></ul></li></ul>	
<ul style="list-style-type: none"><li>➤ 10 December 2017<ul style="list-style-type: none"><li>➤ 06:00 pm</li><li>➤ Pick-Up – Batangas Port</li><li>➤ Drop-off – MARINA Parkview Plaza, Taft Ave. corner T.M. Kalaw St., Ermita, Manila</li></ul></li></ul>	
<ul style="list-style-type: none"><li>➤ No. of Buses</li></ul>	<ul style="list-style-type: none"><li>➤ Two (2) units</li><li>➤ Air-conditioned Tourist Bus</li><li>➤ 45 Seating Capacity</li><li>➤ Video onboard and PA</li><li>➤ Chauffeurs are wearing proper uniforms and equipped with cellphones for easy communications</li><li>➤ Inclusive of Fuel, Parking and Toll Fees</li><li>➤ Services of Bus</li></ul>

	coordinator/Dispatcher ➤ Includes Driver's Meals Allowance ➤ Insurance Coverage for the duration of the trip
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#### IV. APPROVED BUDGET

The total budget amounting to **Ninety Thousand Pesos (P 90,000.00)** is available for this activity which shall be charged against the STCWO MARINA Central Office Training Funds, FY 2017.

#### V. OFFICIAL CONTACT FOR EXPRESSION OF INTEREST

Interested persons and entities are invited to submit their letter of intent and quotation **not later than** November 2017 to the undersigned, copy furnished **Ms. Agnes Cecilia R. Luriz** and **Ms. Jasmine T. Pecson**, both Maritime Industry Development Specialist I, Certification Division, STCW Office with the following contact details:

Telephone No. (02) 536-5175

Email address: [certdivstcwomarina@gmail.com](mailto:certdivstcwomarina@gmail.com)



**Ms. MAY MANANGHAYA**

OIC, Administrative Services Division

STCW Office, Maritime Industry Authority (MARINA)

6<sup>th</sup> Floor Parkview Plaza Building

984 Taft Avenue cor. TM Kalaw, Ermita, Manila

Email address: [kambal1538@gmail.com](mailto:kambal1538@gmail.com)