



## MARITIME INDUSTRY AUTHORITY

### TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF BOAT FARE WITH SPECIAL MEALS FOR THE CONDUCT OF SHIPBOARD FAMILIARIZATION FROM BATANGAS CITY PORT TO PORT OF ODIONGAN AND V.V. ON 08 AND 10 DECEMBER 2017

#### 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 entities to provide the needed logistical requirements for shipping accommodation, fare and meals on the conduct of **Shipboard Familiarization** onboard domestic passenger vessel for Standards of Training, Certification and Watchkeeping Office (STCW), Maritime Industry Authority (MARINA) scheduled on **08-10 December 2017** en route to Batangas City Port – Port of Odiongan and v.v.

#### II. RATIONALE AND OBJECTIVES

The conduct of the activity is included in the Learning and Development Plan of the Certification Division, STCW Office.

MARINA as a single maritime Administration is mandated to regulate processes for the issuance of STCW Certificates to qualified seafarers in accordance with the relevant provisions of STCW Convention, 1978, as amended.

Training and development are vital contributory factor to expand the knowledge base of an individual. In order for the personnel of the STCW Office to effectively perform its mandated functions, their capacities and technical know-how must be developed and continuously enhanced.

This activity is designed to fulfill the following objectives:

1. Familiarize and capacitate the personnel of STCW Office with the actual shipboard operations in the deck and engine department onboard domestic passenger vessel to include information on security and safety onboard;
2. Equip Certification Division personnel with proper knowledge on the technical details of the seafarers and help them in determining whether these details are correct and applicable; and
3. Gather inputs for the proposed enhancement of the implementation of the provisions under CHED Memorandum Order No.20 series of 2014 (Shipboard Training Program).

#### III. 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), and Regular and JO Evaluators of Certification Division, are expected to participate in the said Shipboard Familiarization.

#### IV. LOGISTICAL SUPPORT/REQUIREMENTS

The following are the minimum requirements in Package rates to ensure the successful delivery of the activity:

Departure: 09:00 PM Batangas City Port 08 December 2017 (Friday)  
Arrival: 04:00 AM Port of Odiongan 09 December 2017 (Saturday)

Departure: 11:00 AM Port of Odiongan 10 December 2017 (Sunday)  
Arrival: 06:00 PM Batangas City Port 10 December 2017 (Sunday)

##### 1. Details of Room Accommodation Requirement (Ship):

08 December 2017 (Friday)	Check-in 7:30 pm One (1) Sextuple -sharing Cabin Class Two (2) Quad - sharing Cabin Class Fifty-Six (56) Tourist Class
10 December 2017 (Sun)	Check-in 10:00 am One (1) Sextuple -sharing Cabin Class Two (2) Quad - sharing Cabin Class Fifty-Six (56) Tourist Class

##### 2. Details of Meal Requirement (Ship):

Date	AM Snack	Special Meals Lunch	PM Snack	Special Meals Dinner
08 December 2017 (Friday)	-	-	-	/
10 December 2017 (Sun)	/	/	/	/ (Packed)

#### V. TERMS OF PAYMENT

The full payment shall be paid on Authorization to Debit Account to the winning bidder.

#### VI. APPROVED BUDGET

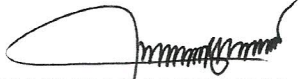
The total budget amounting to **Two Hundred Fifty Thousand Pesos (P 250,000.00)** for the onboard room accommodation is available for this undertaking which shall be charged against the STCW MARINA Training Funds, for FY 2017.

#### VII. 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. Joanna M. Yap, Planning Officer IV**, Certification Division, STCW Office with the following contact details:



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