



MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE (TOR) FOR RENTAL OF BUSES (MANILA TO BATANGAS, V.V.) FOR THE CONDUCT OF SHIPBOARD FAMILIARIZATION ON 10-12 NOVEMBER 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 transportation entities to provide the needed logistical requirements for bus transportation (Manila to Batangas, v.v) on the conduct of **Shipboard Familiarization** scheduled on **10-12 November 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">➤ 10 November 2017<ul style="list-style-type: none">➤ 3:00 pm➤ Pick-Up – MARINA Parkview Plaza, Taft Ave. corner T.M. Kalaw St., Ermita, Manila➤ Drop-off – Batangas Port	
<ul style="list-style-type: none">➤ 12 November 2017<ul style="list-style-type: none">➤ 06:00 pm➤ Pick-Up – Batangas Port➤ Drop-off – MARINA Parkview Plaza, Taft Ave. corner T.M. Kalaw St., Ermita, Manila	
<ul style="list-style-type: none">➤ No. of Buses	<ul style="list-style-type: none">➤ Two (2) units➤ Air-conditioned Tourist Bus➤ 45 Seating Capacity➤ Video onboard and PA➤ Chauffeurs are wearing proper uniforms and equipped with cellphones for easy communications➤ Inclusive of Fuel, Parking and Toll Fees➤ Services of Bus



	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 _____ October 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


Ms. MAY MANANGHAYA

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