

**TERMS OF REFERENCE FOR THE  
PROCUREMENT OF 3-IN-1 COFFEE WITH DISPOSABLE CUPS &  
STIRRERS FOR THE STCWO-MARINA FOR CY 2018**

**1. INTRODUCTION**

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities for the following :

| CONTRACT PACKAGE | ITEM DESCRIPTION                                    | QTY   | UNIT  |
|------------------|---|-------|-------|
| 1 LOT            | COFFEE 3-IN-1 any brand (30 pcs/pack)               | 1,540 | PACKS |
|                  | DISPOSABLE CUPS, paper or styro, 8 oz (20 pcs/pack) | 2,310 | PACKS |
|                  | STIRRER, plastic (100 pcs/pack)                     | 462   | PACKS |

**2. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **FOUR HUNDRED SIXTY-TWO THOUSAND PESOS ONLY (P462,000.00)** is available which will be charged against the MARINA Central Office funds FY 2018.

**4. CONDITIONS AND SUPPLIER RESPONSIBILITIES:**

- 4.1 The prospective bidder shall bid in the above-listed items;
- 4.2 The prospective bidder may 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 The prospective bidder shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA; and
- 4.5 The prospective bidder shall submit the following documents:
  - a. Copy of PhilGEPS Registration;
  - b. Mayor's/Business Permit

