

**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

5. TERMS OF PAYMENT:

- 5.1 Send Bill Arrangement;
- 5.2 Payment shall be made on per delivery basis;
- 5.3 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 5.4 The supplier shall provide the bank Account wherein payment will be credited.

6. PERIOD OF DELIVERY

Delivery		Date
<u>1st Delivery</u>		15 calendar days from receipt of the Notice to Proceed
3-in-1 coffee	- 513 packs (30 pcs /pack)	
Disposable cups	- 770 packs (20 pcs/pack)	
Stirrer	- 154 packs (100 pcs/pack)	
<u>2nd Delivery</u>		First week of August 2018
3-in-1 coffee	- 513 packs (30 pcs /pack)	
Disposable cups	- 770 packs (20 pcs/pack)	
Stirrer	- 154 packs (100 pcs/pack)	
<u>3rd Delivery</u>		First week of October 2018
3-in-1 coffee	- 514 packs (30 pcs /pack)	
Disposable cups	- 770 packs (20 pcs/pack)	
Stirrer	- 154 packs (100 pcs/pack)	

OFFICIAL CONTACT FOR EXPRESSION OF INTEREST

Please submit the letter of intent and quotation not later than _____ to:


ATTY. VERA JOY S. BAN-EG

Officer-In-Charge

Office of the Executive Director

Maritime Industry Authority

984 Taft Avenue cor. Kalaw Street, Ermita, Manila

Email address: kambal1538@gmail.com/baldagojab@yahoo.com