

**TERMS OF REFERENCE FOR THE  
PROCUREMENT OF VARIOUS BOOKS  
FOR THE STCW OFFICE, MARINA FOR 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 books:

<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>
1	IBC Code 2016 Edition	1	book
2	Advance Training for Chemical Cargo Tanker Operations 2016	1	book
3	IGC Code 2016 Edition (International Code for the Construction and Equipment of Ships Carrying Liquefied Gasses in Bulk)	1	book
4	Q Addendum: International Medical Guide for Ships	1	book
5	International Medical Guide for Ships 2008	1	book
6	Guide to Maritime Security & ISPS Code 2012 Ed	1	book
7	ISM Code 2014 Edition (International Safety Management Code)	1	book
8	Member State Audit Scheme 2015 Ed	1	book
9	Ship Operating in Polar Waters 2010 Ed	1	book
10	POLAR Code 2016 Edition (International Code for Ships Operating in Polar Waters)	1	book
11	IMDG CODE Vol. 1 & 2 (2016 edition) Amendment 38-16	1	book
12	IMDG CODE Supplement (2014 Edition)	1	book
13	International Grain Code (IGC) 1991 (International Code for the Safe Carriage of Grain in Bulk)	1	book
14	Code of Safe Practice for Cargo Stowage and Securing 2011 (CSS Code)	1	book
15	Guidelines in the Preparation of the CARGO SECURING MANUAL 1997 (SEE IB292E)	1	book
16	Facilitation Convention (FAL), 2011 Edition	1	book
17	Revised IMO Compendium for Facilitation, 2014 Edition	1	book
18	International Convention Relating to Intervention on the high Seas in Cases of Oil Pollution Casualties 1996 1997 Ed.	1	book
19	International Convention on Civil Liability for Oil Pollution Damage 1967 1977 Ed.	1	book
20	Official Record of the Conference on the Establishment of an International Compensation Fund for Oil Pollution Damage, 1971	1	book
21	International Convention on Civil Liability for Oil Pollution Damage, 1969 (CLC 1069) 1977 ed.	1	book

22	International Convention for the Prevention of Pollution of the Sea by Oil, 1954 (Oipol), 1981 ed.	1	book
23	Supplement relating to the international convention for the prevention of pollution of the sea by oil 1954, 1981 ed.	1	book
24	Provisions concerning the reporting of incidents involving harmful substances under MARPOL 1999 ed.	1	book
25	MARPOL annex VI & NTC 2008 (2013)	1	book
26	Anti-fouling systems 2005 ed. (international convention on the control of harmful anti-fouling systems on ships	1	book
27	Load Lines Consolidated Edition 2005 (International Convention on Load Lines, 1966 and Protocol of 1988, as amended in 2003)	1	book
28	International Conference on tonnage measurement of ships, 1969, 1970 ed.	1	book
29	Special Trade Passenger Ships, 1972 (EBOOK)	1	book
30	Special Trade Passenger Ships, 1973 (EBOOK)	1	book
31	Code of Safety for Fisherman and Fishing Vessels, Part A, 2005	1	book
32	Code of Safety for Fisherman and Fishing Vessels, Part B, 2005	1	book
33	Guidelines for Small Fishing Vessels 2005	1	book
34	BCH Code 2008 Ed.(code for the construction and equipment of ships carrying dangerous chemicals in bulk)	1	book
35	Code for the construction and equipment of ships carrying liquefied gases in bulk 1983 Ed.	1	book
36	Code for Existing Ships Carrying Liquefied Gases in Bulk 1976 Ed.	1	book
37	Graphical symbols for fire control plans, 2006 edition	1	book
38	Inert gas systems, 1990 edition	1	book
39	Code on Intact Stability for all Types of Ships Covered by IMO instruments 2009 Ed.	1	book
40	Prevention of Corrosion on Ships 2010	1	book
41	COLREG 2003 Ed. (convention on the international regulations for preventing collisions at sea, 1972)	1	book
42	International Safety NET Manual	1	book
43	Manual on maritime safety information (MSI), 2015 Edition	1	book
44	STCW-F 95 Convention (international convention on standards of training, certification and watchkeeping for fishing vessel personnel, 1995)	1	book
45	Ship Routing 2015 Ed	1	book
46	Pocket Guide to Cold water Survival 2012 Edition	1	book

47	Pocket Guide to Recovery Techniques 2014 Edition	1	book
48	NAVTEX Manual 2012	1	book
49	SAR Convention 2006 (international convention on maritime search and rescue, 1979)	1	book
50	IAMSAR Manual Volume 1-Organization and management 2016 Ed.	1	book
51	IAMSAR Manual Volume 2-Mission Co-ordination 2016 Ed.	1	book
52	IAMSAR Manual Volume 3-Mobile Facilities 2016 Ed.	1	book
53	IAMSAR Manual Volume 3-Action Cards	1	book
54	Guidelines on Fatigue 2002 Ed.	1	book
55	GMDSS Operating Guidance Card, 1992 edition	1	book
56	GMDSS Manual 2015 ed.	1	book
57	Guidance on GMDSS Distress Alerts Card 2013 Edition	1	book
58	IMO/ILO Guidelines for the Development of Tables of Seafarers Shipboard Working Arrangements and Formats of Records of Seafarers Hours of Work or Hours of Rest, 199 ed.	1	book
59	Performance Standards for Shipborne radio communications and Navigational Equipment 2016 edition	1	book
60	Poster: LSA 2006 (life saving appliances symbol)	1	book
61	Life saving appliances (LSA Code), 2017 edition	1	book
62	IMO SMCP 2002 Ed. (IMO Standard Marine Communications Phrases with pronunciation guide on CD_ROM)	1	book
63	International Code of Signals 4ED 2005	1	book
64	Advanced Training for Oil Tanker Cargo Operation 2015 Edition	1	book
65	Basic Training for LGT Cargo Operations 2014 Ed.	1	book
66	Advance Training for Liquefied Gas Tanker cargo Operations 2015	1	book
67	Specialized Training for Liquefied Gas Tanker 1991 ed.	1	book
68	Radar Navigation, Radar Plotting and Use of ARPA 1999 Ed.	1	book
69	Radar, ARPA, Bridge Teamwork and Search and rescue 1999 Ed. (Radar Navigation at Management level) EBOOK	1	book
70	Dangerous, Hazardous and harmful Cargoes 2014 Ed.	1	book
71	Elementary First Aid 2000 Ed. Course Compendium (basic safety course)	1	book
72	Medical First Aid 2000 Ed. Course + Compendium	1	book
73	Medical Care Vol. 1 and 2 2000 ed. Course + Compendium	1	book

74	Proficiency in Personal Survival Techniques 2000 Ed. (basic safety course)	1	book
75	Fire Prevention and Fire Fighting 2000 Ed. (basic safety course)	1	book
76	Personal Safety and Social Responsibilities 2016 Ed. (basic safety course)	1	book
77	Ship Simulator and Bridge Teamwork 2002 Ed.	1	book
78	Proficiency in Survival Craft and Rescue Boats other than fast Rescue Boats 2000 ed	1	book
79	Proficiency in fast rescue Boats 2000 Ed. Book	1	book
80	General Operators Certificate for the Global Maritime Distress and safety System (GMDSS) 2015 Ed. Course + Compendium	1	book
81	GMDSS restricted operator, 2015 edition	1	book
82	Operational Use of Electric Chart Display and Information Systems (ECDIS) 2012 Edition	1	book
83	Crowd Management, Passenger Safety and safety Training for Personal Providing	1	book
84	Proficiency in Crisis management and Human Behaviour Training Including Passenger Safety, Cargo Safety and Hull Integrity Training 2000 Ed.	1	book
85	On-Board Assessment	1	book
86	Second Class Radioelectronic Certificate for Global Maritime Distress and Safety System Radio Personnel, e-book	1	book
87	AIS Automatic Identification Systems 2006 Ed.	1	book
88	Liquefied Petroleum Gas (LPG) Tanker Cargo and Ballast Handling Simulator 2007 Ed. (EBOOK)	1	book
89	Liquefied Natural Gas (LNG) Tanker Cargo and Ballast Handling Simulator 2007 Ed. (EBOOK)	1	book
90	Chemical Tanker Cargo and Ballast Handling Simulator 2007 Ed. (EBOOK)	1	book
91	Marine Environment Awareness 2011	1	book
92	Leadership and Teamwork 2014 Edition	1	book
93	Advanced Training in Fire Fighting 2000 Ed. Course + Compendium	1	book
94	Oil Tanker Cargo and Ballast Handling Simulator 2002 Ed. EBOOK	1	book
95	Engine-Room Simulator 2002 Ed. EBOOK	1	book
96	Survey of Fire Appliances and provisions 2004 Ed. Course + Compendium	1	book
97	Survey of Life-Saving Appliances and arrangements 2004 Ed. Course + Compendium EBOOK	1	book
98	Hull and Structural Surveys Vol. 1 and 2 2004 Ed. Compendium EBOOK	1	book
99	Survey of Navigational Aids and Equipment 2004 Ed. Course + Compendium EBOOK	1	book
100	Port State Control 2001 Ed.	1	book

101	Safety investigation into Marine Casualties and Marine Incidents 2014 Ed.	1	book
102	Model course: assessment, examination & certification of seafarers, 2017 edition	1	book
103	Maritime Search and Rescue Administration 2014	1	book
104	SAR on Scene Coordinator (IAMSAR Vol. III) 2014 Edition	1	book
105	Maritime English 2009 Edition	1	book
106	ISPS-Ship Security Officer 2012 edition	1	book
107	ISPS-Company Security Officer 2011 Ed.	1	book
108	Port facility Security Officer 2015 edition	1	book
109	Flag State Implementation, 2010 Ed., e-book	1	book
110	Piracy and Armed Robbery Prevention, 2011 Edition	1	book
111	Security Awareness Training for those with DSD 2011	1	book
112	Security Awareness Training for Port Facility Personnel 2011	1	book
113	Security Training for DSD Seafarers, 2012	1	book
114	Security Awareness Training for all Seafarers, 2012 Edition	1	book
115	Training Course for Instructors 2001 Ed.	1	book
116	Train the Simulator Trainer and Assessor, 2012 Edition	1	book
117	Electro-Technical officer, 2014 edition	1	book
118	STCW Inc. 2010 Manila Amendments (STCW Convention and STCW code) 2011 Edition	1	book
119	MODU Code, 2010 Edition	1	book
120	HNS convention 2013 international convention on a liability and compensation for damage in connection with the carriage of hazardous and noxious substance by sea 1996	1	book
121	Guidelines on enhanced programme of inspection of inspection during surveys of bulk carriers and oil tankers 2011 esp code, 2013 edition	1	book
122	2011 Timber Deck Cargoes, (TDC) 2012 Edition	1	book
123	Automatic Identification Systems (AIS), 2006 Edition	1	book
124	Ballast Water Management (BWM) Convention 2004 Edition	1	book
125	BLU Code of practice for the safe loading and unloading of bulk carriers including BLU Manual, 2011 Edition	1	book
126	BWM Convention & Guidelines, 2009 Edition, e-book	1	book
127	Code of Safe Practice for cargo stowage and securing 2011 (CSS code)	1	book
128	Code of practice for the carriage of cargoes and persons by offshore supply vessels (OSV code), 2000 ed	1	book
129	Code of international standards and recommended practice for a safety	1	book

	investigation into a marine casualty or marine incident (casualty investigation code), 2008 edition		
130	Civil Liability for Oil Pollution Damage and Compensation for oil pollution damage 1992	1	book
131	Code of Safety Diving Systems, 1997 Edition	1	book
132	COLREGS 2003 Edition (convention on the international regulations for preventing collisions at sea, 1972)	1	book
133	ISPS-Company Security Officer 2011 Ed.	1	book
134	Official Records of the Conference on the Establishment of an International Fund for Oil Pollution Damage, 1971, 1978 edition	1	book
135	Control & Management of Ships' Biofouling, 2012 Edition	1	book
136	Crude Oil Washing Systems, 2000 Edition	1	book
137	Dedicated Clean Ballast Tanks, 1982 Edition	1	book
138	Field Monitoring Disposal, 2016 Edition	1	book
139	International code for fire safety systems (FSS) code, 2015 edition	1	book
140	FAO/ILO/IMO document for guidance on training and certification of fishing vessel personnel, 2001 edition	1	book
141	Pocket Guide to Cold Water Survival, 2012 Edition	1	book
142	Guideline for Oil Spill Response in fast currents, 2013 Edition	1	book
143	Guidelines for the provisions assessment of liquids transported in bulk, 1997 edition	1	book
144	Guideline for the control and management of shipd ballast water to minimize the transfer of harmful aquatic organisms and pathogens, 1988 Edition	1	book
145	High Speed Craft (1994 HSC) Code, 1995 Edition, e-book	1	book
146	HSC code 2008 (international code of safety for high speed craft)	1	book
147	IGC Code 2016 Edition (International Code for the Construction and Equipment of Ships Carrying Liquefied Gasses in Bulk)	1	book
148	IGF Code, 2016 Edition (international code for ships using gasses or low-flashpoints fuels)	1	book
149	IMDG Code vol. 1 72, 2016 edition, amendment 38-16	1	book
150	IMO Member States Audit Scheme, 2015 Edition	1	book
151	IMO Ship's Routing Edition 2010	1	book
152	IMO/ILO/UNECE CTU code 2014 edition	1	book
153	Guidance for the implementation of annex v of Marpol 2012 edition	1	book
154	Guidance document on the implementation of an incident management system (IMS), 2012 edition	1	book
155	IMO Member States Audit Scheme, 2015 Edition	1	book

156	IMSBC code and supplement inc. amdt. 03-15, 2016 edition, replaces BC code carriage of solid bulk cargos	1	book
157	Code of intact stability for all types of ships covered by IMO instruments 2009 edition	1	book
158	International conference on salvage, 1989 edition	1	book
159	Loadline consolidated edition 2005 (international convention on loadlines, 1966 and protocol of 1988 as amended in 2003)	1	book
160	ISM Code 2014 Edition (International Safety Management Code)	1	book
161	Limitation of Liability for Maritime Claims, 2016 Edition	1	book
162	Liquefied Natural Gas Tanker Cargo & Ballast Handling Simulator, 2007, e-book	1	book
163	London Convention & London Protocol, 2016 Edition	1	book
164	London Protocol: What it is and how to implement it, 2014 Edition	1	book
165	LPG Tanker Cargo & Ballast Handling Simulator, 2007 Edition	1	book
166	Manual on Chemical Pollution-Section 2, search and recovery of packaged goods lost at sea, 2007 Edition	1	book
167	Chemical Pollution Manual 2015	1	book
168	Manual on Oil Pollution section 1-2011 edition	1	book
169	Manual on Oil Pollution-section II, Contingency planning, 1995 edition	1	book
170	Manual on Oil Pollution-section III, salvage	1	book
171	Manual on Oil Pollution-section IV, combating oil spills 2005 Edition	1	book
172	Manual on Oil Pollution-section V, administrative aspects of oil pollution response, 2009 Edition	1	book
173	Manual on Oil Pollution-section VI, IMO guidelines for sampling and identification of oil spills, 1998 edition	1	book
174	Manual Port Reception Facilities, 1999 Edition	1	book
175	Maritime English, 2015 edition	1	book
176	MARPOL-how to do it, 2013 edition	1	book
177	MARPOL, consolidated edition 2011 (special order)	1	book
178	Master and chief mate, 2014 edition	1	book
179	Officer in Charge of a Navigational Watch on a Fishing Vessel, 2008 Edition	1	book
180	Officer in charge of Engineering Watch, 2014 Edition	1	book
181	Officer in charge of Navigational Watch, 2014 Edition	1	book
182	Particularly Sensitive Sea Areas (PSSA), 2007 Edition, e-book	1	book
183	Proficiency in Personal Survival Techniques 2000 Ed. (basic safety course)	1	book

184	Placard: Marpol annex v, discharge provisions	1	book
185	Pollution prevention equipment, 2006 edition	1	book
186	Procedures for port state control, 2012 edition	1	book
187	Radar navigation at operational level, 2017 edition	1	book
188	Related information for CTU code, 2016 edition	1	book
189	Reporting incidents under MARPOL, e-book	1	book
190	Response to a marine oil pollution incident, 2016 edition	1	book
191	International convention on safe containers 1972 (CSC 1972, 2014)	1	book
192	Safety for fishermen & fishing vessels (Part A) 2005, e-book	1	book
193	Code of Safety for Special purpose Ships 2008 Ed. (SPS Code 2008)	1	book
194	IAMSAR Manual: vol. 1 2016 edition	1	book
195	SAR Administration (IAMSAR Vol III), 2014 Edition	1	book
196	Assessment, examination and certification of seafarer vol. 1 and 2, 2000 edition	1	book
197	Security Awareness Training for all Port Facility Personnel, 2011 Edition	1	book
198	Guidelines for the development of shipboard marine pollution emergency plans, 2010 edition	1	book
199	Ship Security officer 2012 edition	1	book
200	SOLAS consolidated edition, 2014	1	book
201	Special trade passenger ships conference, 1972 Edition, e-book	1	book
202	Specialized training for liquefied gas tankers, 1999 Edition	1	book
203	STCW-Fishing Vessel personnel 1995, special edition	1	book
204	Tonnage measurement of ships, 1969 edition	1	book
205	Basic training for oil and chemical tanker cargo operations, 2014 edition	1	book
206	Poster IMO dangerous goods 2016 IMDG code, labels, marks and signs	1	book
207	Amendment to IF Code (low flashpoint)	1	book
208	STCW including 2010 Manila amendments, latest edition	1	book

## 2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is Php 667,657.00 is available which will be charged against the MARINA Central Office funds FY2018.



**3. CONDITIONS AND SUPPLIER RESPONSIBILITIES:**

- 3.1 The prospective bidder shall quote on the above-listed items per book;
- 3.2 The cost of each item shall be inclusive of freight and other charges;
- 3.3 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;
- 3.4 The prospective bidder shall be considered as fixed prices and not to subject to price escalation during contract implementation;
- 3.5 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
- 3.6 The prospective bidder shall submit the following documents:
  - a. Copy of PhilGEPS Registration;
  - b. Mayor's/Business Permit

**4. TERMS OF PAYMENT**

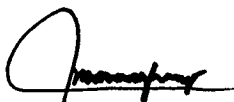
- 4.1 Send Bill Arrangement
- 4.2 Payment shall be made through List of Due and Demandable Account Payable with Advice to Debit Account (LDDAP-ADA);
- 4.3 The supplier shall provide the bank Account wherein payment will be credited.

**5. PERIOD OF DELIVERY**

Delivery	Dated
Full Delivery	30 calendar days from receipt of the Notice to Proceed

**OFFICIAL CONTACT FOR EXPRESSION OF INTEREST**

Please submit the letter of intent and quotation to:



**MAY M. MANANGHAYA**  
OIC, Administrative Services Division, STCW Office  
Maritime Industry Authority  
984 Taft Avenue cor. T.M. Kalaw Street, Ermita, Manila  
Email address: kambal1538@gmail.com/baldagojab@yahoo.com