

TERMS OF REFERENCE

SUPPLY, DELIVERY AND INSTALLATION/ CUSTOMIZATION OF FURNITURE AND FIXTURES

1. *Background*

The Maritime Industry Authority (MARINA) is a government agency established pursuant to Presidential Decree No. 474 and is attached to the Department of Transportation (DOTr). In compliance with Republic Act. No. 9184 known as the "Government Procurement Reform Act", the MARINA through the Bids and Awards Committee will conduct a public bidding at MARINA Regional Office VII in Cebu City for the SUPPLY, DELIVERY AND INSTALLATION/CUSTOMIZATION OF FURNITURE AND FIXTURES to the various service units of the MARINA REGIONAL OFFICE VII in the 4-storey MARINA Building, Government Center, Sudlon, Lahug, Cebu City.

2. *Approved Budget for the Contract*

The Approved Budget for the Contract (ABC) is Fifteen Million Six Hundred Thousand Pesos (PHP 15,600,000.00), inclusive of all applicable taxes, insurances/bonds, permits, licenses and/or other miscellaneous expenses and will be sourced from the 2018 General Appropriations Act (GAA).

3. *Technical Specifications*

Detailed technical specifications are provided in Annex "1" and shall be implemented following the floor layouts attached as Annex "2".

4. *Contract Period/ Delivery Schedule*

Notice to Proceed (NTP) shall be issued within seven(7) calendar days from the approval of the contract. Contract period shall be for a total period of sixty (60) days from receipt of NTP.

5. *Payment Terms*

Payment shall be made within thirty (30) days after inspection and acceptance by the MARINA.

6. *Bidder's Qualification*

- 6.1 Bidder must be in the business of manufacturing and installation/ customization of office furniture and fixtures for at least three(3) years;
- 6.2 Bidder must have completed two (2) similar projects in the last three (3) years.