

**TERMS OF REFERENCE**  
**SUPPLY, DELIVERY AND INSTALLATION OF SEVEN (7) UNITS MULTI-LEVEL**  
**LATERAL STORAGE COMPACTOR FOR THE MARINA CENTRAL OFFICE**

**I. Background**

The Maritime Industry Authority (MARINA) is a government agency established pursuant to Presidential Decree No. 474 and attached to the Department of Transportation (DOTr). In compliance with Republic Act. No. 9184 known as the “*Government Procurement Reform Act*”, the MARINA will be conducting a public bidding for the Supply, Delivery and Installation of seven (7) units Multi-Level Lateral Storage Compactor for the MARINA Central Office.

**II. Objective**

The seven (7) units Multi-Level Lateral Storage Compactor is intended for the secured and safe storage of official files/records of the MARINA Central Office in its new building at Port Area, Manila.

**III. Approved Budget for the Contract**

The Approved Budget of the Contract (ABC) is **Four Million Two Hundred Thousand Pesos (Php4,200,000.00)**, inclusive of VAT and other applicable government taxes to be charged to the 2019 Budget per the National Expenditure Program (NEP).

**IV. Bidder’s Qualifications**

1. The bidders must be continuously operating in the Philippines for the past ten (10) years;
2. The bidders must be an ISO 9001 Certified;
3. The bidders must have a Project Manager who is a permanent/regular employee with the following qualifications:
  - with at least five (5) years experience in project management, design and implementation of operation; and
  - with knowledge and experience in the installation of File Compactor
4. The bidders must have no pending case(s) against the government.

**V. Deliverables**

Seven (7) units Multi-Level Lateral Storage Compactor to be installed at the storage rooms located at the 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> floors of the MARINA Central Office building.

## **VI. Technical Specifications**

### Multi-Level Lateral Storage Compactor

1. Six (6) units to be installed at the 4<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> floors:
  - Size 2174.38mmH x 1217mmW x 480mmD
  - 5 bays
2. One (1) unit to be installed at the 2<sup>nd</sup> floor:
  - Size 2174.38mmH x 1217mmW x 480mmD
  - 6 bays
3. Mechanical type
4. Wheel handle with lock on the last rack
5. Shelves, back plate and single plate, made of cold rolled sheet.
6. Frontage plate, made of cold rolled sheet
7. Powder coated
8. Color: preferably black

## **VII. Delivery Schedule**

1. The seven (7) units Multi-Level Lateral Storage Compactor must be delivered and installed within One hundred twenty (120) days after receipt of the Notice to Proceed (NTP);
2. Deliveries should be made within office hours and on regular working days on or before the stipulated date in the contract unless otherwise specified for valid reason why the same cannot be complied with;
3. MARINA shall impose penalty of 1/10 of 1% of the total value of the undelivered order for each day of delay as liquidated damages after the specified allowable number of days to deliver the units.

## **VIII. Other Requirements**

Warranty on parts and labor for one (1) year.

## **IX. Inspection and Acceptance**

1. After Sales Service and Support during the warranty period, all reported defects shall be completely/satisfactorily repaired/replaced by the winning bidder/supplier.
2. The MARINA shall have the right to reject and return the unit(s) and cancel the corresponding Contract if units delivered are defective, incomplete or non-compliant to the specifications herein specified.

**X. Terms of Payment**

The payment shall be done within thirty (30) working days upon submission of complete documents including, delivery, testing and upon issuance of Inspection and Acceptance Report by the authorized/designated representatives of MARINA.