



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION



**MARITIME INDUSTRY AUTHORITY**

PURCHASE REQUEST					
Office: <b>MFAS</b>			PR No. : <u>2019-07-308</u>		
Division/Section:			SAI No. : <u>JUL 30 2019</u>		
Date Request: <u>July 29, 2019</u>					
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	lot	Supply, Delivery and Installation of Content Management System for the Interactive Kiosk of the MARINA Central Office.	1	P150,000.00	P150,000.00
		x-x-x-x nothing follows x-x-x-x			
		<b>TOTAL</b>			<b>P150,000.00</b>
<b>Requisitioning Officer</b>					
Signature:					
Printed Name:		<b>ROBERTO C. ARCEO, CESOV</b>			
Designation		Director, MFAS			
Purpose:					
For the updating of the content of the existing MARINA Kiosk.					
<b>CERTIFICATION</b>					
<input checked="" type="checkbox"/> FUNDS AVAILABLE ( <i>Chargeable against the continuing allotment of MISC</i> ) <input type="checkbox"/> NO FUNDS AVAILABLE					
				<b>RALPH A. NARVAEZ</b> OIC, Budget Division	
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
<b>PR Approver</b>					
Signature:					
Printed Name:		<b>VADM NARCISO A VINGSON JR</b>			
Designation		Officer-In-Charge Office of the Administrator			

*to complete*  
 INCLUDED IN THE APP OF FY 2019  
 CONSUELO ROSA CRUZ  
 GSD-Procurement Section

## TERMS OF REFERENCE

### SUPPLY, DELIVERY AND INSTALLATION OF CONTENT MANAGEMENT SYSTEM FOR THE INTERACTIVE KIOSK OF 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 order to maximize its efficient and effective delivery of service to the public, MARINA is utilizing available technology to further enhance access to information and improve customer service.

#### II. Objective

1. To procure a content management system that can be used to create and manage digital content.
2. To enhance the design and content of the existing interactive kiosk of MARINA.

#### III. Approved Budget for the Contract


The Approved Budget of the Contract (ABC) is One Hundred Fifty Thousand Pesos (PhP 150,000.00), inclusive of VAT and other applicable government taxes to be charged against the 2019 GAA.

#### IV. MARINA Requirements

In addition to the provisions of R.A. 9184, the supplier shall comply the following:

1. The Supplier must have been operating in the Philippines for at least three (3) years and is registered with SEC or DTI;
2. The supplier must be a digital signage solutions company that provides digital advertising solutions, software customization, and content design & management.

#### V. Deliverables

1. Content Management System
    - With user interface
    - WiFi enabled system
  2. Design and Lay-out of the content of Interactive Kiosk
    - Mission/Vision
    - Frontline Services
    - Directory
    - Performance Pledge
    - Feedback Mechanism
    - Policies
- 

- with shortcut icon of the MARINA website
- with screensaver (videos and/or images)

#### **VI. Delivery Schedule**

1. Fifty (50) days upon 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.

#### **VII. Warranty Requirement**

3-month Service warranty (Program & Bug testing).

#### **VIII. Transfer of Technology**

1. The supplier must provide a training program and technology transfer to all of the MFAS/MISS-endorsed staff.
2. The training must include basic trouble shooting, managing & modifying content, and preventive maintenance.
3. Training and technology transfer should be conducted before the final project acceptance.

#### **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 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 noncompliant to the specifications herein specified.

#### **X. Terms of Payment**

The payment shall be done within fifteen (15) 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.