



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

**MARITIME INDUSTRY AUTHORITY
STCW OFFICE**



PURCHASE REQUEST

Office:

Division/Section WAL

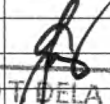
PR No.: 2020-02-036

SAI No. : FEB 06 2020

Date Request:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc	ACRYLIC SIGNAGES (intended for the 4 th Floor only, Details as attached)	JB Signages	56 1	P50,000.00

INCLUDED IN THE APP for FY 2020



CONSUELO T. DELA CRUZ
GSD-Procurement Section

Requisitioning Officer

Signature: _____

Printed Name: _____

Designation

CONSUELO T. DELA CRUZ

OIC, General Service Division

Purpose:	For the official use at the 4 th Floor (prioritized due to the impending inspection of EMSA scheduled on the last week of February 2020)
----------	-----------------------------------------------------------------------------------------------------------------------------------------------------

CERTIFICATION

☒

FUNDS AVAILABLE

☐

NO FUNDS AVAILABLE

RALPH A. NARVAEZ

OIC, Budget Division

☐

Approved

☐

Disapproved

PR Approver

Signature: _____

Printed Name:

Designation

CAPT ROMMEL JOHN I MENDOZA

Director, MFAS

Note: Please indicate specific purpose other than "for official use of the Office."
(Will serve as a guide to clientele of the 4th Floor)



**TERMS OF REFERENCE FOR THE VARIOUS ACRYLIC SIGNAGES INCLUDING
DELIVERY AND INSTALLATION AT THE 4th FLOOR OF THE MARINA BUILDING**

I. INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr) has identified the necessity to procure various acrylic signages including delivery and installation at the 4th Floor of the MARINA Building at the Port Area, Manila.

Pursuant to the Revised Implementing Rules and Regulation of RA 9184, procurement with the approved contact of One Million Pesos P1,000,000.00 or less can be done through Small Value Procurement.

II. RATIONALE AND OBJECTIVES

This project aims to seek proposal from competent and eligible bidders/suppliers to supply, deliver and install the various acrylic signages at the 4th Floor of the MARINA Building at the Port Area, Manila where the assessment of competence for marine deck and engineer officers is conducted to serve as guide for direction of clientele.

III. APPROVED BUDGET FOR THE CONTRACT

An amount of Fifty Thousand Pesos (Php50,000.00) only, inclusive of all applicable government taxes and charges.

IV. DELIVERABLE SPECIFICATIONS

- (Please see attached Attachment)

V. DELIVERY DATE

Delivery and installation of the acrylic signages specified in Item IV shall be made 10 (ten) days upon receipt of the Notice to Proceed (NTP).

VI. TERMS, CONDITIONS AND SCHEDULE OF PAYMENT

1. Payment shall be made 15 (fifteen) days upon issuance of a certification by the representative of the procuring entity to the effect that the goods and/or services have been delivered/rendered in accordance with the terms stated and have been duly inspected and accepted.
2. Payment shall be paid thru Advice to Debit Account (ADA) wherein the winning supplier shall provide the Bank Account details where the payment will be credited.



PROPOSED SIGNAGES FOR 4th floor EXAMINATION AND ASSESSMENT DIVISION

Signages	Size (WXH)	No of pcs	TOTAL	Remarks
4A Board of Examiners	130mm x 350 mm	1	8	Please see attached ANNEX B for the design and sample on how to place it
4B QBank Room		1		
4C1 Examination Room		1		
4C2 Examination Room		1		
4C3 Examination Room		1		
4D1 Examination and Assessment Division		1		
4D2 Examination and Assessment Division		1		
4E Practical Assessment Monitoring Room		1		
Rest Room / Toilet	150mm x 350mm	1	1	
Female Toilet	160mm x 180mm	1	3	Please see attached ANNEX A
Male Toilet		1		
PWD Toilet		1		
Records Room	120mm x 500mm	1	7	
Server Room		1		
Janitorial Supplies		1		
Electrical Room		2		
Receiving Area		1		
Public Assistance and Complaint Desk		1		
NO Cellphone, Food and Drinks Allowed Inside	210mm x 290mm	3	6	Examination Room
RESTRICTED AREA Authorized Personnel Only		6		Server room Qbank room Practical Mon. room Examination room
Silence Please	120mm x 300mm	10	10	Examination room
Fire Extinguisher	190mm x 230mm	4	4	4 th floor
Emergency Exit	200mm x 500mm	2	2	
Emergency Exit. This way	200mm x 500mm	3	2	
Directory with floor no				
No. 4	700mm x 550mm	3	3	
4A Board of Examiners	130mm x 550mm	2	10	
4B QBank Room		2		
4C1-C3 Examination Room		2		
4D1-D2 Examination and Assessment Division		2		
4E Practical Assessment Monitoring Room		2		

NOTE: White Background, Navy blue Font

56

ANNEX A



ANNEX B



sideways