## TERMS OF REFERENCE FOR THE PROCUREMENT OF VAULT, STEEL RECORD SAFE

#### 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 Steel Vault for the use of Standard of Training, Certification and Watchkeeping for Seafarers (STCW) Office.

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 and deliver steel vault for the purpose of filing and safekeeping of keys, passwords and other important documents deemed vital in the performance of STCW-related functions.

#### III. APPROVED BUDGET FOR THE CONTRACT

An amount of One Hundred Thousand Pesos (Php180,000.00) only, inclusive of all applicable government taxes and charges.

#### IV. TECHNICAL SPECIFICATIONS

4 Units Vault, Steel Record Safe

- Wrinkle Gray Finish with combination lock
- 60"x27"x29"
- Fire-resistant

#### V. TERMS, CONDITIONS AND SCHEDULE OF PAYMENT

- Payment shall be made 15 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.
- 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.

DASD NO.: 15-00 initial Issue Date: 06-26-2015 Revision Date: 00



### REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION

# MARITIME INDUSTRY AUTHORITY STCW OFFICE



PURCHASE REQUEST FEB 0 3 2020					
Office: STCW OFFICE			PR No.: 2020 - 02 - 018		
Division/Section: Administrative Service			SAI No. :		
Date Request: 29 January 2020					s)
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	units	Vault, Steel Record Staff	4	45,000.00	P180,000.00
		<ul><li>Wrinkle Gray Finish with Combination Lock</li></ul>			
		> 60"x27"29"			
		> Fire Resistant			
		-x-x-x-nothing follows-x-x-x			
	INCLU	SED IN THE APP for FY 2070			
		06			
		CONSUELO T. D.L. A CRUZ			
		GSD-Procureme Section			
		Recommendation of the contract	uisitioning Of	ficer	
Signature:					
Printed Na	me:	ATTY. VERA JOY S. BAN-EG			
Designation Deputy Executive Director STCW Office					
Purpose: For the official use of EAD and Surveillance Division, STCW Office					
CERTIFICATION					
FUNDS AVAILABLE  NO FUNDS AVAILABLE  RALPH A. WARVAEZY  Officer-In-Charge, Budget Divis					
				ved	
		PR Approver			
Signature:		/2			
Printed Name:		VADM NAIRCISO A VINGSON JR			
Designation		Office of the Administrator			
		cific purpose other than "for o P. special projects, etc.)	fficial use of the	Office." (e.g.	monthly regular