

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

1. 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.
 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.
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**MARITIME INDUSTRY AUTHORITY
STCW OFFICE**



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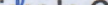
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Requisitioning Officer

ATTY. VERA JOY S. BAN-EG

Deputy Executive Director STCW Office

CERTIFICATION

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RALPH A. NARVAEZ
Officer-In-Charge, Budget Division

☐ **Disapproved**

PR Approver

VADM NARCISO A VINGSON JR

Officer-In-Charge

Office of the Administrator

Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)