

MARITIME INDUSTRY AUTHORITY (MARINA)

TERMS OF REFERENCE SUPPLY, DELIVERY AND INSTALLATION OF GLASS ENCLOSURE AT THE 4th FLOOR OF MARINA BUILDING

1. BACKGROUND OF THE PROJECT

The 4th Floor of the MARINA building occupied by the Examination and Assessment Division of the STCWO. The hallway, where air-conditioning units are installed, need to be enclosed as it is used as waiting area of seafarers applying for theoretical examination which has an average of 100 examinees per day.

2. PROJECT OBJECTIVE

To provide convenient and comfortable waiting area for the Filipino seafarers.

3. TECHNICAL REQUIREMENTS

Installation of glass enclosure size 3m x 6m with double swing doors as per attached picture.

5. BUDGET

The Approved Budget of the Contract (ABC) is **One Hundred Fifty Thousand Pesos (Php150,000.00)** for CY 2020.

6. DELIVERY PERIOD

Within two (2) days from receipt of the Notice to Proceed (NTP).

7. DOCUMENTARY REQUIREMENTS

1. Updated Certificate of Registration to PhilGEPS;
2. Photocopy of valid Mayor's Permit;
3. Copy of latest Income Tax Return and Business Tax Return; and

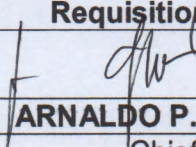
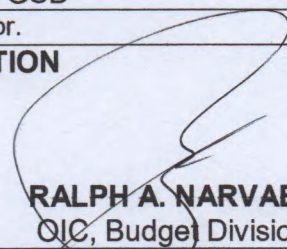
8. PAYMENT TERMS

MARINA shall pay the supplier within fifteen (15) days upon receipt of the billing statement complete with supporting papers through Advice to Debit Account (ADA).

Interested entities are invited to submit their quotation/proposal to:

General Services Division-Procurement
Management, Financial and Administrative Service
Contact No. 8524-6518
Email: gsdprocsec@gmail.com

PURCHASE REQUEST

Office:		GSD, MFAS		PR No. : <u>2020-02-060</u>	
Division/Section:		SAI No. : <u>20 Feb 2020</u>			
Item No.	Unit	Item Description	QTY	Unit Cost	Total Cost (PhP)
1	lot	Installation of glass enclosure at the 4 th Floor (3m x 6m) with double swing doors xxxxxxxnothing followsxxxxxxxxx	1		150,000.00
TOTAL					150,000.00
Signature:		Requisitioning Officer 			
Printed Name:		ARNALDO P. VALLESFINO Chief, GSD			
Purpose:		For the installation of glass enclosure at the 4 th floor.			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		 RALPH A. NARVAEZ OIC, Budget Division			
		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Signature:		PR Approver			
Printed Name:		VADM NARCISO A VINGSON JR			
Designation		Officer-In-Charge			
<i>Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP, special projects, etc.)</i>					