

TERMS OF REFERENCE FOR THE PRINTING OF STCW BROCHURE

1. INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities for the following:

ITEM DESCRIPTION	SPECIFICATIONS
QUANTITY	1, 200 pcs
PAGES • Cover and Inner pages	24 pages (back-to-back, cover page included, C2S Paper 100)
SIZE	A4 (Folded)
STOCK/PAPER	C2S paper 100
COLOR	Full Colors
BINDING	Saddle Stitch

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **FIFTY THOUSAND PESOS ONLY (P50,000.00)** is available which will be charged against the MARINA Central Office funds FY 2020.

3. CONDITIONS AND SUPPLIER RESPONSIBILITIES:

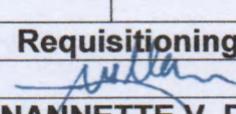
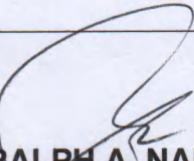
- 3.1 The prospective supplier shall bid in the above-listed items;
- 3.2 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.3 The winning supplier shall provide a sample of the final brochure which should be approved before proceeding to mass production;
- 3.4 The prospective supplier shall submit the following documents:
 - a. Copy of PhilGEPS Registration;
 - b. Mayor's/Business Permit

4. TERMS OF PAYMENT:

- 4.1 Send Bill Arrangement;
- 4.2 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 4.3 The supplier shall provide the bank Account wherein payment will be credited.

5. PERIOD OF DELIVERY

Delivery shall be 15 calendar days from the receipt of Notice to Proceed.

PURCHASE REQUEST					
Office: STCW OFFICE		PR No. : <u>2020-06-042 STCW</u>			
Division/Section: <u>PID</u>		SAI No. : <u>JUL 01 2020</u>			
Date Request: <u>17 June 2020</u>					
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Printing of STCW Brochure	1,200	40.00	50,000.00
		<i>per attached TOR</i>			
		Specifications:			
		- Quantity: 1,200 pieces			
		- Pages : 24 pages back-to-back, cover page included			
		- Size : A4 (Folded)			
		- Stock/Paper : C2S pages 100			
		- Color : Full Colors			
		- Binding : Saddle Stitch			
Requisitioning Officer					
Signature:		 NANNETTE V. DINOPOL DAO and OIC-Executive Director MARINA, STCW Office MARINA OIC-ED, STCWO-061			
Printed Name:					
Designation					
Purpose: <i>STCW Quick Guide Brochure will be used as Information Material by the STCW Office and the Same will be distributed to our clients.</i>					
<div style="float: left; width: 40%;"> <input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE </div> <div style="clear: both;"></div>					
CERTIFICATION					
 RALPH A. NARVAEZ OIC, Budget Division					
<div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved </div>					
PR Approver					
Signature:		 CAPT. ROMMEL JOHN T. MENDOZA Director II, MFAS			
Printed Name:					
Designation					
<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>					