

**TERMS OF REFERENCE
PRINTING OF THE STCWO 2nd Quarter Newsletter**

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	625 pcs
PAGES <ul style="list-style-type: none">Cover (C2S paper 100)Inner (C2S paper 70)	74 pages (back-to-back, cover page included)
SIZE	A3 (Folded)
STOCK/PAPER	C2S paper 70/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
 - c. Income Tax Return

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.


NANNETTE V. DINOPOL

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Officer-In-Charge, Executive Director
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MARINA-OIC-ED, STCWO-676