



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7596915
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title SUPPLY, DELIVERY AND INSTALLATION OF ACRYLIC SIGNAGES AT THE MARINA CENTRAL OFFICE
Area of Delivery Metro Manila

Solicitation Number:	2021-03-097	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Printing Services		
Approved Budget for the Contract:	PHP 649,800.00	Document Request List	0
Delivery Period:	20 Day/s		
Client Agency:			
Contact Person:	VADM Rene V. Medina AFP (Ret) The BAC Chairperson MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 2021marinabac@gmail.com	Date Published	07/04/2021
		Last Updated / Time	06/04/2021 11:43 AM
		Closing Date / Time	12/04/2021 13:00 PM

Description

SUPPLY, DELIVERY AND INSTALLATION OF ACRYLIC SIGNAGES AT THE MARINA CENTRAL OFFICE

Please see attached file.

You may visit our website at: marina.gov.ph (under transparency tab)

Created by VADM Rene V. Medina AFP (Ret)

Date Created 06/04/2021

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TERMS OF REFERENCE (TOR)
SUPPLY, DELIVERY AND INSTALLATION OF ACRYLIC SIGNAGES AT THE MARINA
CENTRAL OFFICE

1. SCOPE OF THE PROJECT

The Maritime Industry Authority (MARINA) wishes to received Quotation from Recognized Government Supplier (RGS) for its procurement of Internal signage for the entire MARINA Central Office building (ground to roof top) as stated:

2. OBJECTIVE

To enhance safety, easy access, faster delivery of service in compliance to CSC rules and regulations

3. ESTIMATED BUDGET FOR THE CONTRACT

The Budget Proposal for the Contract (ABC) is **Six Hundred Forty Nine Thousand Eight Hundred Pesos (P649,800.00)** for four hundred fifty-six (456) pieces of Acrylic Signages.

4. DELIVERABLES

The project shall compose of the following acrylic signage to be fabricated and installed (**per floor**). Please see attached Annex A for the sizes of proposed signages:

A. Ground floor

- a.1 Designated parking area (internal and external);
- a.2 Electrical, generator, pump, auxiliary and riser room,
- a.3 Security and utility lounge
- a.4 ES personnel 24/7 lounge
- a.5 Canteen and rest rooms
- a.6 Directional sign including fire exits and stairs
- a.7 Warning signs

B. 2nd floor

- b.1 Signage indicating service units, divisions and sections;
- b.2 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;
- b.3 Directional signs, main stairs, left and right wing exits; and
- b.4 Rest rooms
- b.5 Warning signs

C. 3rd floor

- c.1 Signage indicating service units, divisions and sections;
- c.2 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;
- c.3 Directional signs, main stairs, left and right wing exits; and
- c.4 Rest rooms
- c.5 Warning signs

D. 4th floor

- d.1 Signage indicating service units, divisions and sections;
- d.2 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;

- d.3 Directional signs, main stairs, left and right wing exits; and
- d.4 Rest rooms
- d.5 Warning signs

E. 5th floor

- e.1 Signage indicating service units, divisions and sections;
- e.2 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;
- e.3 Directional signs, main stairs, left and right wing exits; and
- e.4 Rest rooms
- e.5 Warning signs

F. 6th floor

- f.1 Signage indicating service units, divisions and sections;
- f.2 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;
- f.3 Directional signs, main stairs, left and right wing exits; and
- f.4 Rest rooms
- f.5 Warning signs

G. 7th floor

- g.1 Signage indicating service units, divisions and sections;
- g.2 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;
- g.3 Directional signs, main stairs, left and right wing exits; and
- g.4 Rest rooms
- g.5 Warning signs

H. 8th floor

- h.1 Signage indicating service units, divisions and sections;**
- h.2 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;**
- h.3 Directional signs, main stairs, left and right wing exits; and**
- h.4 Rest rooms**
- h.5 Warning signs**

I. 9th floor

- i.1 Signage indicating service units, divisions and sections;
- i.2 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;
- i.3 Directional signs, main stairs, left and right wing exits; and
- i.4 Rest rooms
- i.5 Warning signs

J. 10th floor

- j.1 Signage indicating service units, divisions and sections;
- j.2 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;
- j.3 Directional signs, main stairs, left and right wing exits; and
- j.4 Rest rooms
- j.5 Warning signs

K. 11th floor

- k.1 Signage indicating service units, divisions and sections;
- k.2 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;
- k.3 Directional signs, main stairs, left and right wing exits; and
- k.4 Rest rooms
- k.5 Warning signs

L. 12th floor

- l.1 Signage indicating service units, divisions and sections;
- l.2 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;
- l.3 Directional signs, main stairs, left and right wing exits; and
- l.4 Rest rooms
- l.5 Warning signs

M. Rooftop

- m.1 Electrical including emergency appliance and alarm system, riser and auxiliary rooms;
- m.2 Directional signs, main stairs; and
- m.5 Warning signs.

5. TERMS OF REFERENCE (TOR)

- 5.1 The prospective bidders must meet the prescribed specifications of the signage of MARINA.
- 5.2 The prospective bidders shall submit an offer which provides for superior Quality and/or better terms and conditions advantageous to MARINA at no extra cost.
- 5.3 All bids shall be considered as fixed prices and not subject to price escalation during contract application.
- 5.4 Prospective bidders shall bid in all of the above-listed items.
- 5.5 Payments shall be made 20 days after installation of all delivered signage.
- 5.6 Deliveries of signage shall be subjected to inspection and acceptance by the MARINA TECHNICAL INSPECTION AND ACCEPTANCE COMMITTEE (TIAC) of MARINA.
- 5.7 The prospective bidder shall replace the defective signage/s within three (3) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA.
- 5.8 The appropriate RGS engaged by MARINA shall directly undertake the fabrication and Installation and other services entered into, and cannot engage, subcontract, or assign any private company/supplier to undertake any part of the services pursuant to item 4.6, annex A of the GPPB Resolution No. 05-2010.
- 5.9 The appropriate RGS shall deliver all procured equipment/units at the Maritime Industry Authority (MARINA) twenty (20) days from the receipt of the Notice to proceed.

6. ELIGIBILITY REQUIREMENTS OR LEGAL DOCUMENTS

For purpose of determining and short listing, the following Eligibility Documents are hereby required to be submitted to MARINA BAC for eligibility check / evaluation, to wit:

- a. Copy of the Certificate of Registration certified by the following issuing authority:
- Securities and Exchange Commission (SEC) in the case of partnerships or corporations; or
 - Department of Trade and Industry in the case of single proprietorships; or
 - Cooperative Development Authority in the case of cooperatives
- b. Copy of valid Mayor's Permit or Business Permit or Municipal License certified by issuing authority.

7. WARRANTY

The product comes with a warranty of three (3) months service and parts, provided the unit was procured from the winning bidder. The warranty extended does not cover any defect or damage as a result of customer misuse or use beyond ordinary wear and tear.

8. COMPUTATION

Project Budget: P 649,800.00


Budget per signage = P 1425.00 x 456 pieces = P649,800.00

The signage for the entire building for 13 areas are to be procured through and MARINA fund subject to procurement, accounting and auditing rules and regulations.

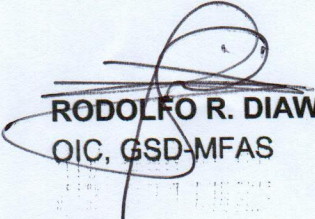
9. DATE OF DELIVERY

- a. All signage will be delivered 20 working days after signing Notice To Proceed.
















Prepared by:














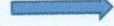

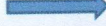






VIEN CONSTANTINE C. MESINA
Sr. MIDS/ Building Supervisor
GSD-MFAS

Noted by:


RODOLFO R. DIAWA
OIC, GSD-MFAS

ANNEX A
PROPOSED SIZE OF SIGNAGES FOR MARINA CENTRAL OFFICE BUILDING

FLOOR	DESCRIPTION	SIZE	QTY
12th Floor	12TH FLOOR	12" x 12"	2
	Multi Purpose Hall 1 	5" x 18"	1
	Multi Purpose Hall 2 	5" x 18"	2
	Multi Purpose Hall 3 	5" x 18"	2
	Marina Operation Center 	5" x 18"	1
	Director Enforcement Service	5" x 18"	1
	Multi Purpose Hall 1 	5" x 18"	1
	Marina Operation Center 	5" x 18"	1
	Enforcement Service 	5" x 18"	1
	Multi Purpose Hall 1	5" x 18"	1
	Multi Purpose Hall 2	5" x 18"	1
	Multi Purpose Hall 3	5" x 18"	1
	Operations and Monitoring Division	5" x 18"	1
	Complaints and Investigation Division	5" x 18"	1
	Marina Operation Center	5" x 18"	1
	Casualty Investigation Section	5" x 18"	1
	Electrical Room	5" x 18"	2
	Shower / Restroom	5" x 18"	2
	Auxiliary Room	5" x 18"	2
	Fire Exit	5" x 18"	5
	Fire Extinguisher	5" x 18"	4
	This Way 	5" x 18"	3
	This Way 	5" x 18"	3
	Men / Women	8" x 8"	3
	Pantry	8" x 8"	1
	Silence Please	8" x 8"	6
	Restricted Area	8" x 8"	5
	Men	8" x 8"	1
	Women	8" x 8"	1
	High Voltage	8" x 8"	4
	Elevator	8" x 8"	2
	Electrical Panel	8" x 8"	2
	Warning	8" x 8"	6
11TH FLOOR	11th Floor	12" x 12"	2
	Office of the Administrator 	5" x 18"	1
	Office of the Deputy Administrator for Operation 	5" x 18"	1
	Office of the Deputy Administrator for Planning 	5" x 18"	1
	Office of the Administrator 	5" x 18"	1
	Office of the Deputy Administrator for Operation 	5" x 18"	1
	Office of the Deputy Administrator for Planning 	5" x 18"	1
	Office of the Administrator	5" x 18"	1
	Office of the Deputy Administrator for Operation	5" x 18"	1
	Office of the Deputy Administrator for Planning	5" x 18"	1
	Conference Room	5" x 18"	2
	Staff for ODAO (for confirmation)	5" x 18"	1

	Office of the Director	5" x 18"	1
	Auxiliary Room	5" x 18"	2
	Fire Extinguisher	5" x 18"	4
	This Way 	5" x 18"	2
	Fire Exit	5" x 18"	5
	Receiving	5" x 18"	2
	Janitorial Supply	5" x 18"	1
	High Voltage	5" x 18"	6
	Electrical Room	5" x 18"	2
	Restroom  Men, PWD, Women	5" x 18"	1
	Men	8" x 8"	2
	PWD	8" x 8"	2
	Women	8" x 8"	2
10TH FLOOR	10th Floor	12" x 12"	2
	Director Management, Financial and Administrative Service 	5" x 18"	1
	Conference Room 	5" x 18"	1
	Internal Audit Division 	5" x 18"	1
	Cashier's Section 	5" x 18"	1
	Human Resource Management Development Division 	5" x 18"	1
	Budget Division 	5" x 18"	1
	Accounting Division 	5" x 18"	1
	General Services Division 	5" x 18"	1
	Bids and Awards Committee 	5" x 18"	1
	Director Management, Financial and Administrative Service 	5" x 18"	1
	Conference Room 	5" x 18"	1
	Internal Audit Division 	5" x 18"	1
	Cashier's Section 	5" x 18"	1
	Human Resource Management Development Division 	5" x 18"	1
	Budget Division 	5" x 18"	1
	Accounting Division 	5" x 18"	1
	General Services Division 	5" x 18"	1
	Bids and Awards Committee 	5" x 18"	1
	Management, Financial and Administrative Service	5" x 18"	1
	Bids and Awards Committee	5" x 18"	1
	Conference Room	5" x 18"	1
	Director Management, Financial and Administrative Service	5" x 18"	1
	Cashier Section	5" x 18"	1
	Supply / Stock Room	5" x 18"	1
	Auxiliary Room	5" x 18"	2
	Fire Extinguisher	5" x 18"	5
	Fire Exit	5" x 18"	5
	Janitorial Supply	5" x 18"	1
	Electrical Room	5" x 18"	2
	Restroom  Men, PWD, Women	5" x 18"	1
	Men	8" x 8"	2
	PWD	8" x 8"	2
	Women	8" x 8"	2

9TH FLOOR	9th Floor		12" x 12"	2
	Director Management Information Systems Service	←	5" x 18"	1
	Director Planning and Policy Service	←	5" x 18"	1
	Director Legal Service	←	5" x 18"	1
	Management Information Systems Service	→	5" x 18"	1
	Planning and Policy Service	→	5" x 18"	1
	Legal Service	→	5" x 18"	1
	Director Management Information Systems Service	←	5" x 18"	1
	Director Planning and Policy Service	→	5" x 18"	1
	Director Legal Service	→	5" x 18"	1
	Management Information Systems Service	→	5" x 18"	1
	Planning and Policy Service	→	5" x 18"	1
	Legal Service	→	5" x 18"	1
	Director's Office, Planning and Policy Service		5" x 18"	1
	Director's Legal Service		5" x 18"	1
	Library		5" x 18"	1
	Director's Office Management Information System Service		5" x 18"	1
	Auxiliary Room		5" x 18"	2
	Fire Extinguisher		5" x 18"	5
	Fire Exit		5" x 18"	5
	Janitorial Supply		5" x 18"	1
	Electrical Room		5" x 18"	2
	Restroom → Men, PWD, Women		5" x 18"	1
	Men		8" x 8"	2
	PWD		8" x 8"	2
	Women		8" x 8"	2
8TH FLOOR	8th Floor		12" x 12"	2
	Director Shipyards Regulation Service	←	5" x 18"	1
	Director Overseas Shipping Service	←	5" x 18"	1
	Director Maritime Safety Service	←	5" x 18"	1
	Shipyards Regulation Service	→	5" x 18"	1
	Overseas Shipping Service	→	5" x 18"	1
	Maritime Safety Service	→	5" x 18"	1
	Director Shipyards Regulation Service	←	5" x 18"	1
	Director Overseas Shipping Service	→	5" x 18"	1
	Director Maritime Safety Service	→	5" x 18"	1
	Shipyards Regulation Service	→	5" x 18"	1
	Overseas Shipping Service	→	5" x 18"	1
	Maritime Safety Service	→	5" x 18"	1
	Office of the Director Maritime Safety Service		5" x 18"	1
	Office of the Director Overseas Shipping Service		5" x 18"	1
	Conference Room		5" x 18"	1
	Office of the Director Shipyards Regulation Service		5" x 18"	1
	Auxiliary Room		5" x 18"	2
	Fire Extinguisher		5" x 18"	5
	Fire Exit		5" x 18"	5
	Janitorial Supply		5" x 18"	1
	Electrical Room		5" x 18"	2
	Restroom → Men, PWD, Women		5" x 18"	1
	Men		8" x 8"	2
	PWD		8" x 8"	2
	Women		8" x 8"	2

7TH FLOOR	7th Floor		12" x 12"	2
	Director Domestic Shipping Service	←	5" x 18"	1
	Director Franchising Service	←	5" x 18"	1
	Domestic Shipping Service	←	5" x 18"	1
	Franchising Service	→	5" x 18"	1
	Franchising Service Hearing Room	→	5" x 18"	1
	Director Domestic Shipping Service	←	5" x 18"	1
	Director Franchising Service	←	5" x 18"	1
	Domestic Shipping Service	←	5" x 18"	1
	Franchising Service	→	5" x 18"	1
	Franchising Service Hearing Room	→	5" x 18"	1
	Franshing Service		5" x 18"	1
	Hearing Room		5" x 18"	1
	Women in Maritime Asia Office		5" x 18"	1
	Domestic Shipping Service		5" x 18"	1
	Office of the Director Franchisig Service		5" x 18"	1
	Director's Office Domestic Shipping Service		5" x 18"	1
	Stock Room		5" x 18"	1
	Auxiliary Room		5" x 18"	2
	Fire Extinguisher		5" x 18"	5
	Fire Exit		5" x 18"	5
	Janitorial Supply		5" x 18"	1
	Electrical Room		5" x 18"	2
	Restroom → Men, PWD, Women		5" x 18"	1
	Men		8" x 8"	2
	PWD		8" x 8"	2
	Women		8" x 8"	2
TOTAL				
6TH FLOOR	6th Floor		12" x 12"	2
	STCWO- Quality Management Division	←	5" x 18"	1
	Conference Room	←	5" x 18"	1
	Maritime Education and Training Standards Supervisors (METSS)	→	5" x 18"	1
	STCWO-Research and Development Division	←	5" x 18"	1
	STCWO-Surveillance Division	←	5" x 18"	1
	Accreditation Division		5" x 18"	1
	Public Information Division		5" x 18"	1
	STCWO- Quality Management Division	↑	5" x 18"	1
	Conference Room	→	5" x 18"	1
	Maritime Education and Training Standards Supervisors (METSS)	→	5" x 18"	1
	STCWO-Research and Development Division	→	5" x 18"	1
	STCWO-Surveillance Division	→	5" x 18"	1
	Accreditation Division		5" x 18"	1
	Public Information Division		5" x 18"	1
	Research and Development Division		5" x 18"	1
	STCWO-Quality Mangement Division		5" x 18"	1
	Auxiliary Room		5" x 18"	1
	Fire Extinguisher		5" x 18"	5
	Fire Exit		5" x 18"	5
	Janitorial Supply		5" x 18"	1
	Electrical Room		5" x 18"	2
	Restroom → Men, PWD, Women		5" x 18"	1
	Men		8" x 8"	2
	PWD		8" x 8"	2
	Women		8" x 8"	2

5TH FLOOR	5th Floor	12" x 12"	2
	Commission on Audit ←	5" x 18"	1
	STCWO-Administrative Service Division ←	5" x 18"	1
	STCWO-Financial Service Division ←	5" x 18"	1
	Office of the Executive Director - STCWO →	5" x 18"	1
	Office of the Deputy Executive Director - STCWO →	5" x 18"	1
	STCWO- Info. And Comm. Tech. Management Division →	5" x 18"	1
	STCWO- Supply Room ←	5" x 18"	1
	Commission on Audit ←	5" x 18"	1
	STCWO-Administrative Service Division →	5" x 18"	1
	STCWO-Financial Service Division →	5" x 18"	1
	Office of the Executive Director - STCWO →	5" x 18"	1
	Office of the Deputy Executive Director - STCWO →	5" x 18"	1
	STCWO- Info. And Comm. Tech. Management Division →	5" x 18"	1
	STCWO-Supply Room →	5" x 18"	1
	STCWO- Info. And Comm. Tech. Management Division	5" x 18"	1
	STCWO- Server Room	5" x 18"	1
	Office of the Executive Director	5" x 18"	1
	Office of the Deputy Executive Director	5" x 18"	1
	Conference Room	5" x 18"	1
	STCWO- Supply Room	5" x 18"	1
	Administrative Service Division	5" x 18"	1
	Commission on Audit / Stock Room	5" x 18"	1
	Commission on Audit	5" x 18"	1
	Auxiliary Room	5" x 18"	1
	Fire Extinguisher	5" x 18"	5
	Fire Exit	5" x 18"	5
	Janitorial Supply	5" x 18"	1
	Electrical Room	5" x 18"	2
	Restroom → Men, PWD, Women	5" x 18"	1
	Men	8" x 8"	2
	PWD	8" x 8"	2
	Women	8" x 8"	2
3RD FLOOR	3rd Floor	12" x 12"	2
	Certification Division	5" x 18"	1
	Printing Area (hanging signage w/ chain)	5" x 18"	1
	Encoding Area (hanging signage w/ chain)	5" x 18"	1
	Sea Services Verification (hanging signage w/ chain)	5" x 18"	1
	Final Evaluator (hanging signage w/ chain)	5" x 18"	1
	Evaluator (hanging signage w/ chain)	5" x 18"	1
	Marina Regional Office (hanging signage w/ chain)	5" x 18"	1
	Marina National Capital Regional Office	5" x 18"	1
	Marina Regional Office Director	5" x 18"	1
	Marina National Capital Regional Office Director	5" x 18"	1
	Marina Board Room	5" x 18"	1
	Auxiliary Room	5" x 18"	1
	Fire Extinguisher	5" x 18"	5
	Fire Exit	5" x 18"	5
	Janitorial Supply	5" x 18"	1
	Electrical Room	5" x 18"	2
	Restroom → Men, PWD, Women	5" x 18"	1
	Men	8" x 8"	2
	PWD	8" x 8"	2
	Women	8" x 8"	2

2ND FLOOR	2nd Floor	12" x 12"	2
	Manpower Development Service (hanging signage w/ chain)	5" x 18"	1
	Manpower Development Service Director	5" x 18"	1
	Seafarer's Certification and Documentation Division (hanging signage w/ chain)	5" x 18"	1
	Quality Control (hanging signage w/ chain)	5" x 18"	1
	Approval / Investigation (hanging signage w/ chain)	5" x 18"	1
	Record Section (hanging signage w/ chain)	5" x 18"	1
	Step 1 Screening (hanging signage w/ chain)	5" x 18"	1
	Step 2 Data Capturing (hanging signage w/ chain)	5" x 18"	1
	Step 3 Releasing (hanging signage w/ chain)	5" x 18"	1
	SID Kiosk (hanging signage w/ chain)	5" x 18"	1
	Processing SRB & SID (hanging signage w/ chain)	5" x 18"	1
	Cashier (hanging signage w/ chain)	5" x 18"	1
	Releasing DCOC / CMP / HP (hanging signage w/ chain)	5" x 18"	1
	Processing DCOC / CMP / Harbor Pilot (hanging signage w/ chain)	5" x 18"	1
	Releasing SRB / SID (hanging signage w/ chain)	5" x 18"	1
	Restroom → Men, PWD, Women	5" x 18"	1
	Restroom ← Men, PWD, Women	5" x 18"	1
	Men	8" x 8"	2
	PWD	8" x 8"	2
	Women	8" x 8"	2
GROUND FLOOR	BASEMENT	5" x 18"	1
	Security	5" x 18"	1
	Utility	5" x 18"	1
	Canteen	5" x 18"	1
	Entrance	5" x 18"	1
	Exit	5" x 18"	1
	Generator	5" x 18"	1
	Marina Signage	5" x 18"	1
	Security's Office	5" x 18"	1
	Designated Parking Area		
	W/ G.I. Tubular stand		
	OADM	12" x 14"	1
	DAP	12" x 14"	1
	ODAP	12" x 14"	1
	DAO	12" x 14"	1
	STCW-ED	12" x 14"	1
	STCW-DED	12" x 14"	1
	SRS	12" x 14"	1
	DSS	12" x 14"	1
	OSS	12" x 14"	1
	FS	12" x 14"	1
	MSS	12" x 14"	1
	MDS	12" x 14"	1
	MISS	12" x 14"	1
	MFAS	12" x 14"	1
	PPS	12" x 14"	1
	LS	12" x 14"	1
	Marina Employee	12" x 14"	1
TOTAL			456

PURCHASE REQUEST

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