

**TERMS OF REFERENCE
FOR THE PROCUREMENT OF AIR PURIFIER WITH HEPA FILTER**

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:

CONTRACT PACKAGE	ITEM DESCRIPTION	QTY	UNIT
1 LOT	AIR PURIFIER WITH HEPA FILTER	43	PCS

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **ONE HUNDRED FIFTY THOUSAND FIVE HUNDRED PESOS ONLY (P150,500.00)** is available which will be charged against the MARINA Central Office funds FY 2021.

3. CONDITIONS AND SUPPLIER RESPONSIBILITIES:

- 3.1 The prospective supplier shall bid in the above-listed item;
- 3.2 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.3 The prospective supplier shall replace the defective item within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA; and
- 3.4 The prospective supplier shall submit the following documents:
 - a. Copy of PhilGEPS Registration;
 - b. Mayor's/Business Permit
 - c. Copy of Business/ Income Tax Return (ITR)

4. PERIOD OF DELIVERY:


The delivery shall be Fifteen (15) calendar days from the receipt of Notice to Proceed and Purchase Order.

5. TERMS OF PAYMENT:

- 5.1 Send Bill Arrangement;
- 5.2 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
- 5.3 The supplier shall provide the bank Account wherein payment will be credited.
- 5.4 Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.


VADM RENE V MEDINA AFP (RET)

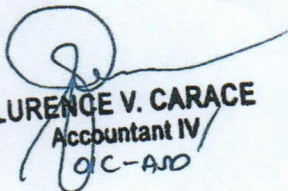
Executive Director,

STCW Office - MARINA 



STCW Office
Distribution List of Air Purifier with Hepa Filter

Ref	Office	Location	Qty.
1	Office of the Executive Director (OED)	5th flr	2
2	Office of the Deputy Executive Director (ODED)	5th flr	1
3	Maritime, Education, Training and Standards Supervisor (METSS)	6th flr	2
4	BOMDO;BOMEQ; BODRA;BOERA	4th flr	
		Qbank Room	1
		4th flr	1
5	Accreditation Division (AD)	6th flr	1
6	Administrative Services Division (ASD)	5th flr	1
		5th flr	
		ASD-Supply Stockroom	1
7	Certification Division (CD)	3rd flr	4
		SM Manila	6
		PITX	3
8	Examination and Assessment Division (EAD)	4th flr	1
		Examination room	6
		Evaluation Area	1
		Monitoring Room	1
9	Financial Services Division (FSD)	5th flr	1
10	Information and Communications Technology Management Division (ICTMD)	5th flr	1
11	Legal Division (LD)	9th flr	1
12	Monitoring Division (MD)	6th flr	2
13	Public Information Division (PID)	6th flr	2
14	Quality Management Division (QMD)	6th flr	2
15	Research and Development Division (RDD)	6th flr	1
16	Surveillance Division (SD)	6th flr	1
	Total		43



LURENCE V. CARACE
 Accountant IV
 OIC-ASD

Office: <u>STCW OFFICE</u>	PR No. : <u>2021-05-159</u>
Division/Section: <u>ASD</u>	SAI No. : <u>MAY 12 2021</u>
Date Request: <u>May 03, 2021</u>	

Requisitioning Officer

CERTIFICATION

RALPH A. NARVAEZ
Chief, Budget Division

Signature:	
Printed Name:	VADM ROBERT A EMPEDRAD AFP (Ret)
Designation	Administrator

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