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:

ITEM DESCRIPTION	QTY	UNIT
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** (<u>P150,500.00</u>) 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

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STCW Office Distribution List of Air Purifier with Hepa Filter

Ref	Office	Location	Qty.
1	Office of the Executive Director (OED)	5th flr	2
	Office of the Deputy Executive Director (ODED)	5th flr	1
	aritime, Education, Training and Standards Supervisor METSS) 6th flr		2
4	BOMDO;BOMEO; BODRA;BOERA	4th fir Qbank Room	1
		4th flr	1
5	Accreditation Division (AD)	6th flr	1
	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
-	Legal Division (LD)	9th flr	1
	Monitoring Division (MD)	6th flr	2
	Public Information Division (PID)	6th flr	2
	Quality Management Division (QMD)	6th flr	2
	Research and Development Division (RDD)	6th flr	1
_	Surveillance Division (SD)	6th flr	1
	Total		43

LURENCE V. CARACE
Accountant IV

ASD NO.: 13-00 Initial Issue Date: 09-08-2017 Revision Date: 00



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



	PURCHASE	REQUEST			
Office: STCW OFFICE			2021-05-159		
Division/Section: ASD			MAY 1 2 2021		
est: N	lay 03, 2021				
Unit		Quantity	Unit Cost	Total Cost	
unit	AIR PURIFIER WITH HEPA FILTER	43	3,500.00	150,500.00	
	X-X-X-X-X-X-X				
	Note: item is included in the PPMF of the STCWO CY 2021				
				-2	
		(A) (A) (A)			
	Re	quisitioning O	пicer		
Printed Name: VADM RENE V MEDINA AFP (RET)					
For		ployees to prote	ect them from C	COVID-19 and	
/	CE	RTIFICATION			
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se indica	ate specific purpose other than	"for official use	of the Office."		
	me: n For prev set indicate i	STCW OFFICE ection: ASD est: May 03, 2021 Unit Item Description unit AIR PURIFIER WITH HEPA FILTER X-X-X-X-X-X-X Note: item is included in the PPMF of the STCWO CY 2021 Reme: VADM RE The Execution of the STCWO emprevent the spread of virus. CE FUNDS AVAILABLE NO FUNDS AVAILABLE Approved Approved	est: May 03, 2021 Unit Item Description Quantity Unit AIR PURIFIER WITH HEPA FILTER X-X-X-X-X-X-X-X Note: item is included in the PPMP of the STCWO CY 2021 MRENE V MEDINA Executive Director - ST For official use of the STCWO employees to prote prevent the spread of virus. CERTIFICATION FUNDS AVAILABLE NO FUNDS AVAILABLE Approve WHE VADM ROBERT A EMPEL Administrato see indicate specific purpose other than "for official uses	STCW OFFICE PR No.: \$021 05 - 159 est: May 03, 2021 Unit Item Description Quantity Unit Cost unit AIR PURIFIER WITH HEPA FILTER Note: item is included in the PPMP of the STCWO CY 2021 Mee: VADM RENE V MEDINA AFP (RET) Executive Director - STCW Office For official use of the STCWO employees to protect them from the spread of virus. CERTIFICATION FUNDS AVAILABLE NO FUNDS AVAILABLE NO FUNDS AVAILABLE Approved Disapproved PR Approved Disapproved PR Approver VADM ROBERT A EMPEDRAD AFP (Ref)	