



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



MEMORANDUM

FOR : The Chairperson
Bids and Awards Committee (BAC)¹

THROUGH : The BAC Secretariat

FROM : The Technical Working Group (TWG) for Goods and Services

SUBJECT : TERMS OF REFERENCE FOR THE DESIGN, SUPPLY, DELIVERY AND
INSTALLATION OF OFFICE EQUIPMENTS, FURNITURES AND
FIXTURES FOR MARINA REGIONAL OFFICE BUILDING - LEGAZPI CITY

DATE : 23 September 2021

In reference to the Memorandum dated 11 August 2021, the TWG recommends the approval of the subject Terms of Reference (TOR) with the Approved Budget for the Contract (ABC) amounting to Four Million Seven Hundred Seventeen Thousand Pesos (P 4,717,000.00), presented in the Annex A in three (3) lots, with Three Million Five Hundred Sixty Two Thousand Pesos (P3,562,000.00) allotted for Office equipment and One Million One Hundred Fifty Five Thousand Pesos (P1,155,000.00) allotted for furniture and fixtures, inclusive of all applicable taxes, insurance bonds, permits, licenses, transport/delivery and/or other miscellaneous expenses and will be sourced from the 2021 General Appropriations Act (GAA).

For the consideration of the Bids and Awards Committee (BAC).


ENGR. DIVINA GRACIA F. TOLOSA
Head


MR. JESUS REX FRANCIS E. ANTONIO
Member


ATTY. SHARON L. DE CHAVEZ-ALEDO
Member


MS. JUDY L. HONRADO
Member


MS. MADILINE JOANNA F. GALVE
Member

¹Per Special Order No. 142-21/499-21

TERMS OF REFERENCE

DESIGN, SUPPLY, DELIVERY AND INSTALLATION OF OFFICE EQUIPMENTS, FURNITURES AND FIXTURES FOR MARINA REGIONAL OFFICE BUILDING – LEGAZPI CITY

1. Background

The Maritime Industry Authority (MARINA) is a government agency established pursuant to Presidential Decree No. 474 and is attached to the Department of Transportation (DOTr). In compliance with the Republic Act No. 9184 known as the "Government Procurement Reform Act", the MARINA through the Bids and Awards Committee will conduct a public bidding at MARINA Regional Office V in Legazpi City for the DESIGN, SUPPLY, DELIVERY AND INSTALLATION OF OFFICE EQUIPMENT, FURNITURES AND FIXTURES for the three-storey main building and the office quarters of MARINA Region V located at Regional Government Site, Rawis, Legazpi City.

2. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is Four Million Seven Hundred Seventeen Thousand Pesos (Php 4,717,000.00), with Three Million Five Hundred Sixty-Two Thousand Pesos, (Php 3,562,000.00) allotted for Office Equipment and One Million One Hundred Fifty-Five Thousand Pesos (Php 1,155,000.00) for furniture and fixtures, inclusive of all applicable taxes, insurances/bonds, permits, licenses, transport/delivery and/or other miscellaneous expenses and will be sourced from the 2021 General Appropriations Act (GAA).

3. Technical Specifications

Detailed technical specifications are provided in Annex "A"

4. Contract Period/Delivery Schedule

Contract period shall be for a total period of thirty (30) days from the receipt of the Notice to Proceed.

5. Payment Terms

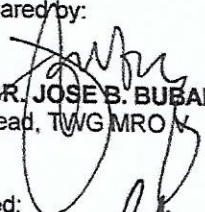
Payment shall be made thirty (30) days after inspection and acceptance of the MARINA V Technical Working Group

6. Bidder's Qualification

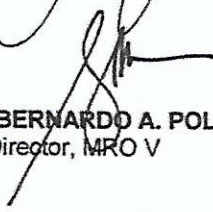
- 6.1. Bidder must be in the business of manufacturing or supply/delivery of office equipment, office furniture and fixtures for at least three (3) years; and
- 6.2. Bidder must have completed two (2) similar projects in the last three (3) years.
- 6.3. Bidder shall be a duly licensed Filipino citizen/sole proprietorship;

- 6.4. Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- 6.5. Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
7. Obligation, duties & function of the winning bidder.
 - a. To deliver the items thirty (30) days after the receipt of the Notice to Proceed at MARINA Regional Office, Regional Government Center, Rawis, Legazpi City;
 - b. To provide best quality of items as proposed in the specification;
 - c. Failure to deliver the items within the specified time of delivery shall obligate the Maritime Industry Authority to impose of one-tenth (1/10) of one percent (%) for every day of delay as part of the agreement stated in the Contract.

Prepared by:


ENGR. JOSE B. BUBAN
Head, TWG MRO V

Noted:


ENGR. BERNARDO A. POLLO
Director, MRO V

Recommending Approval:


ENGR. DIVINA GRACIA F. TOLOSA
Head, TWG GAS

Approved:


VADM ROBERT A EMPEDRAD AFP (RET)
Administrator