



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



TERMS OF REFERENCE (TOR)

PROCUREMENT OF 38,000 SEAFARERS' RECORD BOOK (SRB) INVENTORY BARCODE STICKER FOR 2023

1. BACKGROUND

The implementation and issuance of SRB to Filipino seafarers under Maritime Industry Authority (MARINA) Memorandum Circular (MC) No. MD-2019-01 is in accordance with Executive Order (EO) No. 125, as amended by EO 125-A.

The MARINA is mandated under EO 125, as amended by EO 125-A to *issue and register the continuous discharge book*, or more familiarly known as the Seaman's Book, of Filipino seamen. It is therefore incumbent upon MARINA to ensure available and sufficient SRB Booklet with Barcode for the processing and continuing issuance of SRB to Filipino nationals applying for such document.

The SRB inventory as of 27 January 2023, there are more than 60,000 booklets while the remaining Barcode Stickers have more than 23,000 stocks on hand. Therefore, there is an imbalance in the remaining available supply. Hence, the procurement of SRB Barcode Stickers is necessary to address the imbalance in order to process the SRB booklets without the corresponding Barcode Stickers.

As part of the Inventory System and printing process for SRB, a Barcode Sticker is affixed on the inside portion of the back cover of each booklet for them to be printed and laminated.

2. SCOPE OF THE PROCUREMENT

The procurement is in accordance with Section 50(c) of Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act" and its Revised Implementing Rules and Regulations (IRR), which provides that **Direct Contracting** may be resorted to for those goods sold by an exclusive dealer or manufacturer, which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the Government. This procurement includes the supply of Inventory Barcode Stickers to be stuck on the back cover of each SRB booklet.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC **One Hundred Ninety Thousand Pesos (Php 190,000.00)**, inclusive of VAT and other applicable government taxes, chargeable against the approved 2023 budget of MARINA. The ABC will cover the cost of **38,000 pieces SRB Inventory Barcode Stickers** based on the specifications herein provided.

4. SPECIFICATIONS

A. PRINTED BARCODE:

- SRB barcode must be stucked at the inside portion of the back cover of each booklet and must be compatible and readable by the existing SRB Inventory System of Manpower Development Service (MDS), MARINA.
- Barcode stucked to sample booklet must be presented to MARINA during post qualification to check on its compatibility with the existing SRB Inventory System.

5. TERMS AND CONDITIONS OF THE CONTRACT

- 5.1. The supplier must meet the specifications as prescribed in this TOR.
- 5.2. The price quotation submitted by the supplier shall be considered as fixed prices and not subject to price escalation during contract implementation.
- 5.3. Payment shall be made in accordance with the terms as specified in this TOR.
- 5.4. The deliveries shall be subject to inspection and acceptance by the end-user in coordination with the General Services Division (GSD) of the Management, Finance and Administrative Service (MFAS), MARINA. Failure to do so will be subject to imposition of appropriate penalties.
- 5.5. The awardee shall produce and provide One Thousand (1,000) back-up barcode stickers to cover factory defective barcodes to be securely stocked at MARINA during the three (3) months warranty period. In case, the total quantity of defective barcodes exceeds 1,000 pieces, the awardee is required to produce the excess replacements due to factory defects with the same quality and specifications within a period of three (3) months after receipt of notification of the defect at no cost to the MARINA. However, any unused back-up barcodes maybe procured by MARINA or destroyed at MARINA for security reason.
- 5.6. A warranty security in an amount equivalent to one (1%) percent of every progress payment pursuant to Section 62 of the Revised IRR of RA 9184 shall be required from the contract awardee for a minimum period of three (3) months or after consumption thereof, in order to assure that any manufacturing defects shall be corrected by the supplier. The said amounts will be presented to the winning bidder after the lapse of the warranty period. Provided, however, that the SRB delivered are free from the patent and latent defects and all the conditions imposed under the contract have been fully met.
- 5.7. The supplier shall submit within 7 days the three (3) samples of Barcode Stickers to show the capability to apply all the above listed features and to check on its compatibility with the existing booklet printer, booklet laminator, SRB inventory system as approved by the concerned end-user unit and the TWG as a condition for the issuance of the Notice to Proceed.

6. **PERIOD OF DELIVERY**

Delivery	Period	Deliverables
Full Delivery	Within 3 months or 90 days after receipt of Notice to Proceed (NTP). Staggered deliveries are allowed within the aforesaid period.	100% or 38,000 pieces of Inventory Barcode Sticker

The delivery must be made within office hours and on regular working days or the stipulated date in the contract unless other specification is provided for valid reason.

7. **PAYMENT TERMS**

Progress payment shall be made thirty (30) days from the date of delivery and acceptance by the MARINA.

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