



MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE (TOR)

PROCUREMENT OF SEAFARERS' RECORD BOOK (SRB) LAMINATOR MAINBOARD HILAM R2000

1. BACKGROUND

The Seafarers' Identity Document (SID) and Seafarers' Record Book (SRB) project was implemented by the Maritime Industry Authority (MARINA) through Memorandum Circular (MC) No. MD-2019-01 on 08 July 2019 in accordance with the Seafarers' Identity Documents Convention (Revised), 2003 (No. 185) of the International Labour Organization (ILO), which was ratified by the Philippines on 19 January 2012. Article 2, paragraph 1 of the said Convention requires that each Member of the ILO, for which the Convention is in force, shall issue to each of its nationals, who is a seafarer and makes an application to that effect, a seafarers' identity document.

The issuance of Seafarers' Record Book (SRB) is also implemented under the above mentioned MC and 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*.

In view of the necessity to replace the damaged SRB laminator mainboard HILAM R2000 equipment part in MARINA Regional Office (MRO) – XIII, Butuan City, the MDS, MARINA understand the need to replace the damaged SID/SRB equipment parts for continuing issuance of SRB to Filipino seafarers applying for it.

2. SCOPE OF THE PROCUREMENT

The MDS, MARINA intends to procure **SRB laminator mainboard HILAM R2000 as replacement to the damaged SRB laminator with serial number 1819312100920551**, 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 will also include services such as diagnostic, cleaning and rebooting repair services.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **One Hundred Thousand Eight Hundred Pesos (Php 100,800.00)**, inclusive of VAT and other applicable government taxes to chargeable against the approved 2023 budget of the MDS, MARINA. The ABC will cover the cost of SRB laminator mainboard HILAM R2000 specified services with the specifications as stated below.

4. SPECIFICATION

A. SRB laminator HILAM R2000

5. DELIVERABLES

Item Description	Unit Price (Php)	Quantity
SRB laminator mainboard HILAM R2000	100,800.00	1
Total Price per Card (VAT Inclusive)	Php 100,800.00	

6. TERMS OF REFERENCE (TOR)

- 6.1. The prospective supplier must meet the prescribed specifications of equipment parts and must work and compatible with the existing SID/SRB equipment being used for the issuance of SID and SRB of MARINA.
- 6.2. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
- 6.3. Payment shall be made on a per delivery basis as specified herein.
- 6.4. Deliveries of pre-printed cards and consumables shall be subject to inspection and acceptance by end user in coordination with General Services Division, Management, Finance and Administrative Service, MARINA.
- 6.5. The awarded supplier shall replace the defective parts within seven (7) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA.
- 6.6. 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 after acceptance by the end user of the delivered personalized SID cards and consumables, in order to assure that any manufacturing defects shall be corrected by the supplier. The said amount will be represented to the winning bidder after the lapse of the warranty period. Provided, however, that the equipment parts delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
- 6.7. The contract awardee shall facilitate and repair the said equipment within seven (7) days upon receipt of the notice of Lowest Calculated Quotation (LCQ) to show the capability to apply all the above listed features and to check on its compatibility with the existing printers as approved by the concerned end-user and the TWG as a condition for the issuance of the Notice to Proceed.
- 6.8. The contract awardee must submit Certification from Manufacturer that the business is an ISO 14298 or Master/Visa Card Certified.




7. PERIODS OF DELIVERY

The following is the schedule of delivery:

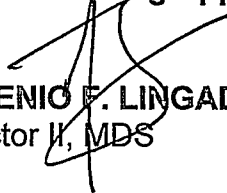
Delivery	Dates	Quantity
Full Delivery	Within 30 days after receipt of Notice to Proceed	SRB Laminator: One (1) Mainboard HILAM R2000

The deliveries 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.

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