

**PROCUREMENT OF CONSUMABLES FOR LICENSE ID PRINTER MODEL XID
8300 PVC CARDS**

TERMS OF REFERENCE (TOR)

**Bids and Awards Committee
Maritime Industry Authority
Bonifacio Drive, 20th Street, Port Area, Manila Philippines**



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

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I. BACKGROUND AND LEGAL BASIS:

The Maritime Industry Authority (MARINA), a government agency created in 1974 pursuant to Presidential Decree No. 474 and attached to the Department of Transportation (DOTr), intends to procure consumables suitable for Matica EDIsecure XID Re transfer Card Printer Model 8300.

The procured consumables are intended for license ID issued to Seafarers onboard domestic trade by the Maritime Training Program Development Division, Manpower Development Service and MARINA Regional Offices.

II. APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract (ABC) is **TWO HUNDRED FIFTY-FOUR THOUSAND TWO HUNDRED FIFTY PESOS ONLY (P 254,250.00)**, inclusive of all applicable taxes and charges available for this undertaking shall be charged against MARINA-MDS Funds for FY 2024.

III. SPECIFICATIONS

| Item No. | DESCRIPTION | QTY | Unit Cost (P) | Total Cost (P) |
|----------|--|-----|---------------|--------------------|
| | Matica Technologies EDIsecure PVC Cards ISO Standard Size: CR80 x.76mm Ultra-High-Definition Coating, 250 cards/box Genuine Matica Technologies PVC Card with Manufacturer's Certificate of Authenticity | 113 | 2,250.00 | P254,250.00 |
| | Total | | | P254,250.00 |

It must be compatible with the MARINA-MDS ID Card Printer.

IV. TERMS AND CONDITIONS:

1. The Supplier must meet the prescribed consumables for Matica EDIsecure XID Retransfer card printers.

2. The supplier may submit an offer which provides for superior quality and/or terms and conditions advantageous to MARINA at no extra cost.
3. The supplier bids shall be considered as fixed prices and not subject to escalation during contract implementation.
4. The supplier shall replace the defective items within seven (7) days upon receipt of the defect with the same quality and specifications at no cost to MARINA.
5. A warranty security shall be required from the contract awardee which shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment or a special bank guarantee equivalent to at least one percent (1%) of the total contract price pursuant to Section 62 of the 2016 Revised IRR of Republic Act No. 9184, for a minimum period of at least (3) months after acceptance of the delivered supplies in order to assure that manufacturing defects shall be corrected by the supplier. The said amount shall only be released after lapse of the warranty period. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

V. PERIOD OF DELIVERY:

The delivery shall be within fifteen (15) calendar days from the receipt of Notice to Proceed.

VI. TERMS OF PAYMENT:

1. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and Issuance of Inspection and Acceptance report by the MARINA.
2. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA).
3. The Supplier shall provide the bank Account wherein payment will be credited.
4. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

VII. MODE OF 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 PVC ID card materials and other component requirements for the processing of personalized PVC cards.

VIII. BIDDER'S QUALIFICATIONS:

The Bidder must submit the following:

- 1. Copy of Valid PhilGEPS Registration
- 2. Copy of Valid Mayor/Business Permit
- 3. Latest Income Tax Return (ITR)
- 4. Authenticated copy of Exclusive Distributorship for PVC Cards


IX. CONTACT PERSONS AND DETAILS:

Interested persons and entities are invited to submit their letter of intent to:

ARSENIO F. LINGAD II

Director II, Manpower Development Service
MARINA Building, 20th Street corner Bonifacio Drive,
1018 Port Area (South), Manila
Telephone No. 8524-6517
Email address: mds@marina.gov.ph/mtpdd@mail.marina.gov.ph

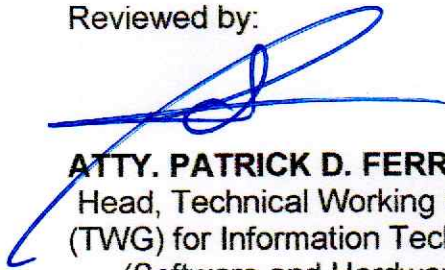
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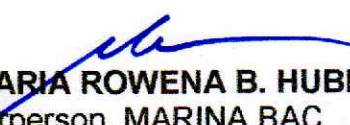

LUTHA C. ANSAY
OIC-MTPDD

Recommending Approval:



ARSENIO F. LINGAD II
MDS, Director II

Reviewed by:


ATTY. PATRICK D. FERRARO
Head, Technical Working Group
(TWG) for Information Technology
(Software and Hardware)


ATTY. MARIA ROWENA B. HUBILLA
Chairperson, MARINA BAC
5/20/2024

APPROVED/DISAPPROVED:


SONIA B. MALALUAN
Administrator

