



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

TECHNICAL SPECIFICATIONS

Project Description	REFURBISHMENT AND RENOVATION OF THE INTERNATIONAL MARITIME ORGANIZATION (IMO) REGIONAL PRESENCE OFFICE EAST ASIA (RPO EAST ASIA)
Approved Budget for the Contract	The Approved Budget for the Contract ONE MILLION NINE HUNDRED SIXTY-FIVE THOUSAND PESOS (P1,965,000.00) inclusive of all applicable taxes and charges; chargeable against the Fiscal Year 2026 Regular Agency Budget of MARINA Central Office;
Specifications/Deliverables <i>(Ex. Size, color, materials used, and other specs requirements)</i> Please see attached Annex "A"	Refurbishment and renovation of the IMO Regional Coordinator's Office on the 7th Floor, First Maritime Place, 7458 Bagtikan Street, San Antonio Village, Makati City, 1205, with the following specifications: A. General works 1. Refurbishment of the following: 1.1. Walls and Doors (repainting) 1.2. Ceiling boards and frames 1.3. Existing office partitions 1.4. Electrical works 2. Relocation of internet and telephone lines 3. Mobilization/Demobilization/General Expenses/Consumables 4. Replacement of office furniture and fixtures: 4.1. Office of the Regional Coordinator 4.1.1 Table/workstation 4.1.2 Office chair 4.1.3 Small conference table with chairs, 4.1.4 Cabinets, bookshelves, and other storage spaces 4.2 Staff office area to accommodate 4 personnel and a common work area 4.2.1 Table/workstation 4.2.2 Office chair 4.2.3 Cabinets, bookshelves, and other storage spaces 4.3 Filing Area 4.3.1 Cabinets and wall-to-wall bookshelves 4.4 Receiving Area 4.4.1 Wall-to-wall bookshelves 4.4.2 Guest table and chairs 4.4.3 Two one-seater leatherette lounge sofas with a coffee table

	<p>B. Provision of PPEs & Project Requirements</p> <p>C. Appointment of Supervisor / Safety Officer</p> <p>D. Documentary requirements for the winning bidder:</p> <ol style="list-style-type: none"> 1. Complete company profile of the winning bidder 2. Renovation plans signed and sealed + rendering 3. A-built plans signed and sealed + rendering 4. Gantt Chart 5. Renovation permits from Makati City OBO, include locational clearance 6. Barangay Permit 7. Workers' names and addresses
<p>Delivery Terms <i>(to be determined by the End-User)</i></p>	<p>The terms of the agreement will cover the refurbishment and renovation of the IMO RPO East Asia, and its components must be concluded in forty-five (45) days, reckoned from the receipt of Notice to Proceed (NTP).</p>
<p>Payment Terms <i>(Government terms 15-30 CD)</i></p>	<ol style="list-style-type: none"> a. Send Bill Arrangement b. Within twenty (20) calendar days upon receipt of the billing invoice/Statement of Account c. Payment shall be made through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA) d. The supplier shall provide the bank Account wherein payment will be credited, preferably the Landbank of the Philippines Account; otherwise, bank charges shall be borne by the supplier/service provider
<p>Documentary Requirements <i>(per RA9184)</i></p>	<ol style="list-style-type: none"> 1. PhilGEPS Registration 2. Mayor's Permit/ Business Permit 3. Income/ Business Tax Return (For Lease of Venue) 4. PCAB License
<p>Note: Prospective suppliers must comply with all of the above requirements to become eligible for the said procurement project.</p>	

End-user/Representative:


ENGR. RAMON C. HERNANDEZ
 Director II
 Overseas Shipping Service

RCH/KGL/MCO