

**TERMS OF REFERENCE (TOR) FOR
CATERING SERVICES, AND OTHER LOGISTICAL REQUIREMENTS
FOR THE 2018 MARINA CULTURAL NIGHT
14 DECEMBER 2018**

INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation (DOTr), wishes to invite quotation from interested persons and entities to provide catering services and other logistical requirements for the 2018 MARINA Cultural Night.

NUMBER OF PARTICIPANTS

The 2018 MARINA Cultural Night shall be attended by MARINA Central Office personnel including Board of Marine Officers, Detailed and Job Orders, MARINA Regional Directors and other Guests estimated to be four hundred (400) pax.

LOGISTICAL SUPPORT/REQUIREMENTS

The following items shall compose the minimum requirements to ensure the successful delivery of the above-mentioned activity:

1. Service Provider must be PHILGEPS registered and must present updated eligibility requirements;
2. Meal Requirement on 14 December 2018 for 400 pax
(Provision of at least 4-5 set menu choices)
 - o Steamed Rice
 - o Soup
 - o Beef
 - o Chicken
 - o Fish/Seafood
 - o Vegetable
 - o Pasta
 - o Dessert, assorted pastries
 - o Vegetable salad
 - o Assorted Drinks/Soda
 - o Snacks after lunch/dinner

APPROVED BUDGET FOR THE CONTRACT

The ABC for the Catering Services and other logistical requirements shall be **Five Hundred Thousand Pesos (Php500,000.00)** chargeable against the MARINA Central Office Funds FY 2018.

LOGISTICAL REQUIREMENTS:

- o Free flowing coffee
- o Water station/mineral water with dispenser or mineral water station
- o Nuts and Nachos on the table
- o 4 Guided buffet set-ups
- o Food attendant
- Tables and chairs with cover that could accommodate 400 pax
- With provisions for additional 250 chairs

