



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9481628
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF CATERING SERVICES FOR MARINA BOARD MONTHLY MEETING
Area of Delivery Metro Manila

Solicitation Number:	2023-01-032	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Catering Services		
Approved Budget for the Contract:	PHP 550,000.00	Document Request List	0
Delivery Period:	11 Month/s		
Client Agency:			
Contact Person:	DIR. ARSENIO F. LINGAD II The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 bacsec@marina.gov.ph	Date Published	15/02/2023
		Last Updated / Time	14/02/2023 09:59 AM
		Closing Date / Time	20/02/2023 09:00 AM

Description

PROCUREMENT OF CATERING SERVICES FOR MARINA BOARD MONTHLY MEETING

Please see attached files.

You may visit our website at www.marina.gov.ph (under transparency tab)

Created by DIR. ARSENIO F. LINGAD II

Date Created 14/02/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



MARITIME INDUSTRY AUTHORITY
REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN Number : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to **PROCURE FOR THE CATERING SERVICES FOR MARINA BOARD MONTHLY MEETING** for its **Legal Service (LS)** for CY 2023 in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Five Hundred Fifty Thousand Pesos only (P550,000.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 20th of February 2023** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **Valid Business/Mayor's Permit PhilGEPS Registration Number, Business/Latest Income Tax Return and Omnibus Sworn Statement²** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at bacsec@marina.gov.ph


DIR. ARSENI0 F. LINGAD II
BAC Chairperson

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB No. 09-2020

³Manually filed tax returns or filed through the EFPS

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Service Provider must state here either **“Comply”** or **any equivalent term** in the column **“Service Provider’s Statement of Compliance”** against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **“0”** if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

S C O P E O F S E R V I C E S

PROCUREMENT OF CATERING SERVICES FOR MARINA BOARD MONTHLY MEETING				
Item	Description	Service Provider’s Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	Number of Meeting and Number of Participants — The number of meetings is estimated to be once a month from February 2023 to December 2023, depending on the need of the MARINA Board to meet, schedule of which will be communicated one (1) week prior the Board Meeting. The participants in every meeting is approximately 40 persons composed of the MARINA Board Members, Directors / Officers-In Charge from the MARINA Central Office and the Secretariat.			
	Venue — Venue of the meeting is conducted in the MARINA Board room at the 3rd Floor but may be moved to other suitable venue within MARINA premises.			

**The above quoted prices are inclusive of all costs and applicable taxes.*

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

Page 2

The delivery schedule expressed as week/months stipulates hereafter a delivery date, which is the date to the project site.

**CONDITIONS AND SERVICE PROVIDER
RESPONSIBILITIES**

PROCUREMENT OF CATERING SERVICES FOR MARINA BOARD MONTHLY MEETING			
Item	Description	Contract Term	Service Provider's Statement of Compliance
S1 LOT	<p>Requirements</p> <p>The Caterer should have the following minimum requirements:</p> <ol style="list-style-type: none"> 1. At least three (3) years continuous business operation with experience in catering services for corporate meetings in private and/or government agencies/corporations; 2. Possesses valid Business permits necessary for the operation of a business offering catering services and experienced in catering services for corporate meetings in the MARINA premises; 3. Mayor's/Business Permit; 4. PhilGEPS Registration Number; 5. Income/Business Tax Return; 6. Omnibus Sworn Statement; 7. Able to provide food with superior taste and simple but elegant buffet station; 8. Have a wide variety of menu choices for each of the following type: <ul style="list-style-type: none"> For buffet lunch: <ul style="list-style-type: none"> • Steamed rice • Soup • Beef • Fish/ Seafood • Vegetables • Desserts • Assorted drinks/soda/canned juice For snacks: <ul style="list-style-type: none"> • Sandwich or noodle-based dish or other Filipino merienda dishes • Assorted drinks/soda/canned juice Other food requirements: <ul style="list-style-type: none"> • Continuous flow of brewed coffee/tea • Provision for option for sugar free drinks 	February 2023 to December 2023	

	<ul style="list-style-type: none"> • Provision for bottled mineral water • Mints/nuts/chips/on the table <p>9. Maintain the quality of the foods to be served and must be ready one (1) hour before the agreed time;</p> <p>10. Complete preparation and set-up of buffet table/tables and chairs with covers at least one (1) hour before the meeting and as per availability of space in the venue; and</p> <p>11. Waiters/food attendant in appropriate attire with skill in food preparation and serving.</p>		
--	---	--	--

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF CATERING SERVICES FOR MARINA BOARD MONTHLY MEETING

Approved Budget for the Contract (ABC)	Total Offered Quotation
Five Hundred Fifty Thousand Pesos only (P550,000.00)	In words: _____ _____ _____ In figures: _____ _____ _____

Terms of Payment:

- Payment shall be through send bill arrangement, to be paid within thirty (30) days upon receipt of the billing invoice.

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name : _____

Branch : _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submissions in response to this RFQ shall be in hard copy only. Soft copies will not be entertained.**
6. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. Without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

**TERMS OF REFERENCE
PROCUREMENT OF CATERING SERVICES FOR MARINA BOARD MONTHLY
MEETING**

I. Background

The Maritime Industry Authority (MARINA) intends to procure Catering Services for the MARINA Monthly Board Meetings for 2023.

II. Approved Budget for the Contract (ABC) and Fund Source

The Total Approved Budget to be charged against MARINA Central Office is Five Hundred Fifty Thousand Pesos (Php 550,000.00) inclusive of all applicable taxes broken down as follows:

Snack (AM or PM) and Buffet Lunch	P1,250 x 11 Board Meetings (February to December 2023) x 40 pax	Php 550,000.00
-----------------------------------	---	----------------

Proposals/quotations higher than the ABC will be automatically disqualified.

III. Number of Meeting and Number of Participants

The number of meetings is estimated to be once a month from February 2023 to December 2023, depending on the need of the MARINA Board to meet, schedule of which will be communicated one (1) week prior the Board Meeting. The participants in every meeting is approximately 40 persons composed of the MARINA Board Members, Directors / Officers-In Charge from the MARINA Central Office and the Secretariat.

IV. Venue

Venue of the meeting is conducted in the MARINA Board room at the 3rd Floor but may be moved to other suitable venue within MARINA premises.

V. Requirements

The Caterer should have the following minimum requirements:

1. At least three (3) years continuous business operation with experience in catering services for corporate meetings in private and/or government agencies/corporations;

2. Possesses valid Business permits necessary for the operation of a business offering catering services and experienced in catering services for corporate meetings in the MARINA premises;
3. Mayor's/Business Permit;
4. PhilGEPS Registration Number;
5. Income/Business Tax Return;
6. Omnibus Sworn Statement;
7. Able to provide food with superior taste and simple but elegant buffet station;
8. Have a wide variety of menu choices for each of the following type:

For buffet lunch:

- Steamed rice
- Soup
- Beef
- Fish/ Seafood
- Vegetables
- Desserts
- Assorted drinks/soda/canned juice

For snacks:

- Sandwich or noodle-based dish or other Filipino merienda dishes
- Assorted drinks/soda/canned juice

Other food requirements:

- Continuous flow of brewed coffee/tea
- Provision for option for sugar free drinks
- Provision for bottled mineral water
- Mints/nuts/chips/on the table

9. Maintain the quality of the foods to be served and must be ready one (1) hour before the agreed time;
10. Complete preparation and set-up of buffet table/tables and chairs with covers at least one (1) hour before the meeting and as per availability of space in the venue; and
11. Waiters/food attendant in appropriate attire with skill in food preparation and serving.

VI. Terms of Payment

Payment shall be through send bill arrangement, to be paid within thirty (30) days upon receipt of the billing invoice.

VII. Official Contact for Expression of Interest

Interested persons and entities are invited to submit their quotation with Letter of Intent to:


General Service Division
Management, Financial and Administrative Service
10th floor MARINA Building,
Bonifacio Drive cor. 20th Street, Port Area, Manila
Contact No.: (02) 8524-6518
Email : gsdprosec@gmail.com / mfas_gsd@marina.gov.ph

Prepared by:



ATTY. SHARON L. DE CHAVEZ- ALEDO
MARINA Board Secretary

Reviewed by:



MISS MADILINE JOANNA Y. GALVE
Head TWG for Goods and Services
(Small Value Procurement & Shopping)



DIR. ARSENIO F. LINGAD II
Chairperson, MARINA BAC

APPROVED/DISAPPROVED

Atty. HERNANI N. FABIA
Administrator

rlm

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]