

TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF CATERING SERVICE FOR THE CONSULTATIVE MEETING OF MARINA WITH THE MEMBERS OF THE PHILIPPINE SHIP AGENTS ASSOCIATION AND OTHER MARITIME ENTERPRISES ACCREDITED UNDER MC 186 ON 12 OCTOBER 2017

I. Introduction

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities to provide the needed requirements for the consultative meeting of MARINA with the members of the Philippine Ship Agents Association and Other Maritime Enterprises Accredited under MC 186 on 12 October 2017.

II. Number of Participants

There are a total of Two Hundred Fifty (250) participants from related personnel within the Maritime Industry Authority, MC 186 accredited maritime entities (ship agents, ship manager, ship chandlers), other related government agencies, including the MARINA Secretariat for this meeting.

III. Logistical Support/Requirements

The following items are the minimum requirements to ensure the success of the one-day meeting:


1. Plated AM and PM Snacks and Buffet Lunch;
2. Free flowing coffee and tea;
3. Mineral water with dispenser;
4. Candies, mints, etc.;
5. Conference tables and chairs for all participants;
6. Secretariat table and chairs; and
7. Notepads and pencils

IV. Total Cost of the Service

The total cost for the procurement of services shall be PhP 250,000.00 which shall be charged against the OSS budget for the Fiscal Year 2017.

V. Official Contact for Expression of Interest

Interested persons and entities are invited to submit their letter of intent and quotation not later than ___ October 2017 to:


ATTY. JEAN VER P. PIA, PhD
Director II
Overseas Shipping Service
MARITIME INDUSTRY AUTHORITY (MARINA)
984 Parkview Plaza
Taft Avenue corner TM Kalaw Street
Ermita, Manila
Tel. No. (02) 525-7890