

**TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF CATERING SERVICES  
WITH PROVISION OF VENUE WITHIN METRO MANILA  
FOR THE CONDUCT OF THE 2017 MARINA GENERAL ASSEMBLY**

**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 entities to provide the needed logistical requirements for the conduct of MARINA General Assembly to be held on **22 December 2017**.

**OBJECTIVES**

At the end of the activity, the participants will be able to acquire first-hand information on the programs/policy directives of the management for CY 2018 and at the same time will personally interact with one another to promote camaraderie among MARINA personnel.

**NUMBER OF PARTICIPANTS**

There shall be a total of **FOUR HUNDRED (400)** participants composed of MARINA personnel including job orders.

**TERMS OF PAYMENT**

1. Send Bill Arrangement
2. Within 30 days upon receipt of billing statement through Advice to Debit Account (ADA).

**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;
2. Venue must be within or near the vicinity of Ermita, Manila;
3. Meal Requirement (Dinner) on December 22, 2017 for **400** pax  
(Please provide at least 3-4 set menu choices for main dishes)
  - Steamed rice
  - Soup
  - Beef
  - Chicken
  - Fish/Seafood
  - Vegetable
  - Pasta
  - Dessert, assorted pastries
  - Vegetable salad
  - Assorted Drinks/Soda

**APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC for the Catering Services and venue shall be Four Hundred Thousand Pesos (P400,000.00) chargeable against Administrative Management Service (AMS) 2017 funds.

**OTHER LOGISTICAL REQUIREMENTS**

- Free flowing coffee
- Water station/mineral water with dispenser or mineral water station
- 2 Guided buffet set-ups
- Nuts and Nachos on the table
- Physical arrangement
- Food attendant
- Tables and chairs with cover with fresh plants or flowers centerpiece
- Quoted amount must be inclusive of all taxes
- Lights and Sound system and 3 microphones
- Background tarpaulin

The total cost for the procurement of catering services, venue and other logistical requirements shall be inclusive of all taxes.

The selection of the service providers shall be in accordance with the provisions for the Procurement of Goods under RA 9184 or the Government Procurement Reform Act.

Interested applicants/bidders are invited to submit their letter of intent/proposals not to:

**Ms. Connie T. dela Cruz**

General Services Division

Administrative Management Service

Contact No. 524-65-18

Email address: [gsdprocsec@gmail.com](mailto:gsdprocsec@gmail.com)