

**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

