

**TERMS OF REFERENCE
FOR THE PROCUREMENT OF CATERING SERVICES
FOR THE CELEBRATION OF THE 44th ANNIVERSARY OF MARINA**

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 catering services and other logistical requirements for the celebration of MARINA 44th Anniversary on **01 June 2018** within Manila.

NUMBER OF PARTICIPANTS

The MARINA Anniversary 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 Five hundred (500) 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 documents;
2. Meal Requirement (Dinner) on 01 June 2018 for 500 pax
(Provision of at least 4-5 set menu choices)
 - Steamed rice
 - Soup
 - Beef
 - Chicken
 - Fish/Seafood
 - Vegetable
 - Pasta
 - Dessert, assorted pastries
 - Vegetable salad
 - Assorted Drinks/Soda
 - Snack after dinner

APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the Catering Services and other logistical requirements shall be Three Hundred Seventy Five Thousand Pesos (P375,000.00) chargeable against Administrative Management Service (AMS) 2018 funds.

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

OTHERS:

- Lights and Sound system with four (4) wireless microphones
- Background tarpaulin
- Photo booth

The total cost for the procurement of catering services 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.

TERMS OF PAYMENT

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

Interested catering service providers can submit their quotation/proposal with letter of intent to:

Connie T. dela Cruz

Procurement Section, General Services Division

Administrative Management Service

Room 409, 4th Floor, Parkview Plaza, 984 Taft Avenue corner

T.M. Kalaw Avenue, Ermita, Manila

Contact No. 524-65-18

Email address: gsdprocsec@gmail.com