

**TERMS OF REFERENCE
PROCUREMENT OF CATERING SERVICES FOR THE
MARINA MONTHLYBOARD MEETING**

The Maritime Industry Authority (MARINA) intends to procure Catering Services for the MARINA Monthly Board Meetings for 2018.

The Approved Budget for the Contract (ABC) is Four Hundred Eighty Thousand Pesos (P480,000.00) inclusive of all taxes broken down as follows:

Snack (AM or PM) and Buffet Lunch	P1,200.00 x 10 Board Meetings (March 2018 to December 2018) x 40 pax(composed of Board Members/Directors/OICs of MARINA Central Office and Secretariat)	Php480,000.00
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Proposals/quotations higher than the ABC will be automatically disqualified.

The number of meeting is estimated at one (1) Board Meeting per month for March 2018 to December 2018 but may vary depending on the requirement of the MARINA Board, schedule of which will be communicated one (1) week before the Board meeting.

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. Possess a valid business permits necessary for the operation of a business providing catering services;
3. PhilGEPS registered;
4. Able to provide food with superior taste and simple but elegant buffet station;
5. Have a wide variety of menu choices for each of the following food type*:

For buffet lunch:

- Steamed rice
- Soup*
- Beef*
- Chicken*
- Fish/seafood*
- Vegetable*
- Desserts*
- Assorted drinks/soda

For snacks:

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

Other food requirements:

- Continuous flow of brewed coffee/tea
 - Provision for sugar free drinks
 - Provision for bottled mineral water
 - Mints/nuts/chips on the table
6. Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time;
7. Payment condition/terms: Send bill arrangement/
Within 30 days upon receipt of the billing invoice.

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

GSD PROCUREMENT SECTION
Administrative Management Service
Maritime Industry Authority
4th Floor Parkview Plaza
984 Taft Avenue cor. T.M. Kalaw Avenue
Ermita, Manila
Contact No. 524-6518
e-mail: gsdprocsec@gmail.com