

**TERMS OF REFERENCE (TOR) FOR
CATERING SERVICES, AND OTHER LOGISTICAL REQUIREMENTS
FOR THE 2018 MARINA CULTURAL NIGHT
14 DECEMBER 2018**

INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation (DOTr), wishes to invite quotation from interested persons and entities to provide catering services and other logistical requirements for the 2018 MARINA Cultural Night.

NUMBER OF PATICIPANTS

The 2018 MARINA Cultural Night 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 four hundred (400) 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 requirements;
2. Meal Requirement on 14 December 2018 for 400 pax
(Provision of at least 4-5 set menu choices)
 - o Steamed Rice
 - o Soup
 - o Beef
 - o Chicken
 - o Fish/Seafood
 - o Vegetable
 - o Pasta
 - o Dessert, assorted pastries
 - o Vegetable salad
 - o Assorted Drinks/Soda
 - o Snacks after lunch/dinner

APPROVED BUDGET FOR THE CONTRACT

The ABC for the Catering Services and other logistical requirements shall be **Five Hundred Thousand Pesos (Php500,000.00)** chargeable against the MARINA Central Office Funds FY 2018.

LOGISTICAL REQUIREMENTS:

- o Free flowing coffee
- o Water station/mineral water with dispenser or mineral water station
- o Nuts and Nachos on the table
- Tables and chairs with cover that could accommodate 400 pax
- With provisions for additional 250 chairs
- o 4 Guided buffet set-ups
- o Food attendant

OTHERS:

- Lights and Sound system with four (4) wireless microphones, and one (1) set LED wall (9ft. x 12 ft.)

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 15 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:

RUFINO W. SUN, JR. - II

Chairperson, Venue, Food, Equipment and Physical Arrangement

Procurement Head, General Services Division

Management, Financial and Administrative Service (MFAS)

Room 409, 4th floor, Parkview Plaza Building, 984 Taft Avenue cor. TM Kalaw Street, Ermita, Manila

Contact No. 525-65-18

Email address: gsdprocsec@gmail.com or rwsj204@yahoo.com