



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office: MFAS		PR No. : 2019-01-04 dtd Jan.08, 2019			
Division/Section:		SAI No.:			
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		Catering Services			Php100,000.00
		XXXXXXXXXXXXXXXXXXXXXXXXXXXX			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> INCLUDED IN THE APP for FY <u>2019</u> CONSUELO T. DELA CRUZ GSD-Procurement Section Signature: </div>					
Printed Name:		Requisitioning Officer			
Designation:		ARNALDO P. VALLESFINO			
Purpose:		Chief, GSD, MFAS			
		For official use of MARINA Regional Director's Conference on 17-18 January 2019 at MARINA New Building.			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		 RALPH A. NARVAEZ OIC, Budget Division			
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
Signature:		 VADM NARCISO A. VINGSON JR Officer-in-Charge Office of the Administrator			
Printed Name:					
Designation:					
Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)					

**TERMS OF REFERENCE
PROCUREMENT OF CATERING SERVICE FOR THE
MARINA REGIONAL DIRECTOR CONFERENCE (RDC)**

The Maritime Industry Authority (MARINA) intends to engage Caterers for the MARINA Regional Director's Conference on 17-18 January 2019 which will be held at the MARINA New Building along Bonifacio Road, Port Area, Manila.

A total of fifty (50) persons will attend the said meeting composed of Officials/Directors/OICs of MARINA Central Office and Regional Offices and Members of the Secretariat.

The Approved Budget is One Hundred Thousand Pesos (P100,000.00) inclusive of all applicable taxes with the following details:

DATE	MEALS	FOOD REQUIREMENT
Jan. 17-18, 2019	AM snack Serving Time: 9 A.M. PM snack Serving Time: 3 P.M.	-sandwiches/noodle-based dish or filipino merienda dishes
	Buffet Lunch Serving Time: 12 N.N	-steamed rice -soup -chicken -beef -fish/seafood -vegetable salad -desserts -fruits in season -bottled mineral water All meals must be served either of iced/hot tea, juice or lemonade and continuous flow of brewed coffee;

Other requirements:

1. Caterers must have valid business permits necessary for the operation of a business providing catering services and experienced in catering services for corporate meetings;
2. Complete preparation and set-up of buffet table/tables and chairs with cover at least one hour before the meeting;
3. Waiters/food attendant in appropriate attire with skill in food preparation and serving;
4. Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time;
5. Payment condition/terms: Send bill arrangement/
within 15 days upon receipt of the billing invoice.

Interested persons and entities are invited to submit their quotation through e-mail at gsdprocsec@gmail.com attention: Mr. RUFINO W. SUN, Jr., II not later than _____.