

**TERMS OF REFERENCE (TOR)**  
**PROCUREMENT OF CATERING SERVICES FOR THE MARITIME INDUSTRY**  
**AUTHORITY HOMECOMING 2019**  
**07 JUNE 2019**

**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 engage Caterers for the Maritime Industry Authority 2019 Homecoming which will be held on 07 June 2019 at the 12<sup>th</sup> Floor MARINA Building located at A Bonifacio Drive corner 20<sup>th</sup> Street, Port Area, Manila.

**APPROVED BUDGET FOR THE CONTRACT**

A total guaranteed amount of ONE HUNDRED FIFTY THOUSAND PESOS (P150,000.00) inclusive of VAT, is available for this undertaking which shall be charged against MARINA Central Office funds.

**PROFILE PARTICIPANTS**

A total of three hundred (300) pax will attend the said event composed of former MARINA employees, MARINA Officials and regular MARINA employees.

**REQUIRED QUALIFICATION OF PROSPECTIVE BIDDERS**

**I. Scope and Coverage of Services**

Interested persons/entities should be able to produce the following services/requirements:

1. Complete preparation and set up of buffet table/s at least one hour before the event;
2. Waiters/food attendants in appropriate attire and skillful in food preparation and serving;
3. Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time.

Date	Meals	Food Requirements
07 June 2019 Friday	Dinner	Buffet <ul style="list-style-type: none"> <li>• Steamed rice</li> <li>• Chicken</li> <li>• Beef</li> <li>• Pasta/ Noodles</li> <li>• Fish/seafood</li> </ul>

		<ul style="list-style-type: none"><li>• Vegetable salad</li><li>• Desserts</li><li>• Fruits in season</li><li>• Iced tea/ Orange juice</li></ul>
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## II. Other Requirements

Caterers must have an updated PhilGEPS registration, Omnibus Sworn Statement (for winning service provider) and valid business permit necessary for the operations of business providing catering services and experienced in catering services for corporate meetings/events.

## III. Payment of Service Fee

MARINA shall pay the selected bidder within fifteen (15) days after the receipt of the final billing statement.

### CONTACT PERSON:

**ARNALDO P. VALLESFINO**  
Chief Administrative Officer  
General Services Division  
Management Financial and Administrative Service  
Maritime Industry Authority  
A Bonifacio Avenue corner 20<sup>th</sup> Ave  
cor Railroad Street South Harbor, Port Area, Manila.  
Contact No.: 0920-898-7393