

TERMS OF REFERENCE FOR THE PROCUREMENT OF CATERING SERVICES FOR THE SEMI-ANNUAL MEETING OF THE PRIVATE STAKEHOLDERS OF THE OVERSEAS SHIPPING SECTOR ON 24 JULY 2019

I. Background and Legal Basis

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 persons and entities to provide the needed logistical requirements for the Procurement of Catering Service for the Semi-Annual Meeting of the Private Stakeholders of the Overseas Shipping Sector.

II. Description and Objective

The Maritime Industry Authority (MARINA) intends to engage the catering services for the Semi-Annual Meeting of the Private Stakeholders of the Overseas Shipping Sector on 24 July 2019.

III. Inclusions and Number of Attendees

The undertaking includes the catering services, tables, chairs, dining-wares, and other provisions which will accommodate a total of seventy-nine (79) persons who will attend the said meeting composed of the MARINA Officials/Directors/OICs, private stakeholders and other relevant government agencies as well as members of the Secretariat.

IV. Logistical Support/Requirements

MEALS	FOOD REQUIRMENTS	OTHER REQUIREMENTS
Buffet Lunch Serving Time: 12 NN	<ul style="list-style-type: none"> • Steamed rice • Soup • Chicken • Beef • Fish/seafood • Vegetable salad • Desserts • Fruits in season • Soda • Bottled mineral water • All meals must be served with either iced/hot tea, juice or lemonade and continuous flow of brewed coffee 	<ul style="list-style-type: none"> • Tables • Chairs • Dining-wares • Utensils

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1. Complete preparation and set-up of buffet table/tables and chairs with cover at least one (1) hour before the meeting.
2. Waiters/food attendant in appropriate attire with skill 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.

V. Documentary Requirements

Caterers must have valid business permits necessary for the operation of a business providing catering services and experienced in catering services for corporate meetings.

VI. Approved Budget for the Contract (ABC) and Fund Source

The total approved budget for the Meeting is eighty thousand pesos (P80, 000.00) inclusive of all applicable taxes charged against MARINA Central Office funds.


VII. Mode of Payment

The MARINA shall pay the selected bidder within fifteen (15) days after full deliver and rendition of services and acceptance by the end-user through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA).

The selected bidder shall provide a Land Bank of the Philippines (LBP) account, otherwise bank charges shall be borne by the said bidder pursuant to the Department of Budget and Management (DBM) Circular Letter No. 2013-16.

VIII. Official Contact for Expression of Interest

Interested persons and entities are invited to submit their letter of intent and quotation not later than _____ to:


14 June 2019
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