



MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCES FOR THE PROCUREMENT OF CATERING SERVICES FOR THE NATIONAL WORKSHOP AS LEAD PARTNERING COUNTRY OF THE GEF-IMO-UNDP GLOFOULING PARTNERSHIPS AND NATIONAL TASK FORCE MEETING ON BIOFOULING MANAGEMENT AND INVASIVE AQUATIC SPECIES ON 12-13 SEPTEMBER 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 **National Workshop as Lead Partnering Country of the GEF-UNDP-IMO GloFouling Partnerships and National Task Force Meeting on BioFouling Management and Invasive Aquatic Species.**

II. Description and Objective

The Maritime Industry Authority (MARINA) intends to engage the catering services for the National Workshop as Lead Partnering Country of the GEF-UNDP-IMO GloFouling Partnerships and National Task Force Meeting on BioFouling Management and Invasive Aquatic Species on 12-13 September 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 fifty (50) persons who will attend the said meeting composed of the MARINA Officials/Directors/OICs, IMO Resource Speaker and other relevant government agencies as well as members of the Secretariat.

IV. Logistical Support/Requirements

Requirements	Details
1. Conference Facilities	<ul style="list-style-type: none">• Tables and Chairs with cover for U-Shape that can accommodate 40 participants• Tables and Chairs with cover for the MARINA Secretariat• Pads and Pencils

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	<ul style="list-style-type: none"> • Complete preparation and set-up of tables and chairs with cover at least two (2) hours before the meeting
2. Meals and Snacks	<ul style="list-style-type: none"> • Flowing brewed Coffee, mints and mineral water • Meals – Lunch as well as morning and afternoon snacks
	12-13 September 2019
	50 pax AM Snacks 50 pax Buffet Lunch 50pax PM Snacks
3. Food Requirements	<ul style="list-style-type: none"> • Steamed Rice • Soup • Pasta • Chicken • Beef • Pork • Fish/Seafood • Vegetable Salad • Desserts • Fruits in Season • Soda • All Snacks must be served with either iced tea, juice or lemonade
4. Buffet Requirements	<ul style="list-style-type: none"> • Waiters/food attendant in appropriate attire with skill in food preparation and serving • 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 Funds Source

The total approved budget for the Meeting is Hundred Ten Thousand Pesos Only (Php110,000.00) inclusive of all applicable taxes charged against MARINA Central Office Funds.

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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

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

JVP
9 Aug 2019

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