



**MARITIME INDUSTRY AUTHORITY**

PANGASIWAAN NG KALAKALANG PANDAGAT  
<http://www.marina.gov.ph>

**PROCUREMENT OF CATERING SERVICE FOR THE  
PHILIPPINE HOSTING OF THE NATIONAL LEGAL, POLICY AND  
INSTITUTIONAL REFORMS (LPIR) TRAINING FOCUSED ON IMPLEMENTATION  
(TRAIN-IMPLEMENT COURSE) UNDER THE MARINE ENVIRONMENT ON  
07-10 OCTOBER 2019**

**INTRODUCTION**

The **Maritime Industry Authority (MARINA)**, created pursuant to Presidential Decree No. 474 (1974) and an attached agency of the Department of Transportation (DOTr), invites interested persons and entities to provide the required facilities for the conduct of **PHILIPPINE HOSTING OF THE NATIONAL LEGAL, POLICY AND INSTITUTIONAL REFORMS (LPIR) TRAINING FOCUSED ON IMPLEMENTATION (TRAIN-IMPLEMENT COURSE) UNDER THE MARINE ENVIRONMENT** which will be delivered at a suitable venue in Metro Manila on **07-10 October 2019**.

**APPROVED BUDGET FOR THE CONTRACT**

A total guaranteed amount of **TWO HUNDRED FORTY THOUSAND PESOS ONLY (Php 240,000.00)**, inclusive of VAT, is available for this undertaking which shall be charged against MARINA OSS Funds.

**PROFILE OF PARTICIPANTS**

A total of **fifty (50) participants** from related personnel within the Maritime Industry Authority, representatives from relevant government agencies including the MARINA Secretariat for this Workshop.

**REQUIRED QUALIFICATION OF PROSPECTIVE BIDDERS**

The following items are the minimum requirements to ensure the success of the meeting:

**SCOPE AND COVERAGE OF SERVICES**

Interested Persons and Entities should be able to produce the following services:

Requirements	Details
<b>1. Conference Facilities</b>	<ul style="list-style-type: none"> <li>• Tables and Chairs (Tiffany) with cover for <b>U-Shape</b> that can accommodate 40 participants</li> <li>• Tables and Chairs (Tiffany) with cover for five MARINA Secretariat</li> <li>• Tables and Chairs (Tiffany) with cover for IMO Consultants and Resource Persons</li> <li>• Tables and Chairs (Tiffany) with cover for three Secretariat for the Registration Table</li> <li>• Pads and Pencils</li> <li>• Complete preparation and set-up of tables and chairs with cover <b>at least two (2) hours before the</b></li> </ul>

*Jr*  
23 April 2019

	<b>meeting.</b>	
<b>2. Meals and Snacks</b>	<ul style="list-style-type: none"> <li>• Round tables and chairs with cover good for fifty (50) participants</li> <li>• Flowing brewed coffee/tea, mints and mineral water</li> <li>• Meals – Lunch as well as morning and afternoon snacks</li> </ul>	
	- <b>07-10 October 2019</b>	50 pax AM Snacks 50 pax Buffet Lunch 50 pax PM Snacks
<b>3. Food Requirements</b>	<ul style="list-style-type: none"> <li>• Steamed rice</li> <li>• Soup</li> <li>• Pasta</li> <li>• Chicken</li> <li>• Beef</li> <li>• Pork</li> <li>• Fish/seafood</li> <li>• Vegetable salad</li> <li>• Desserts</li> <li>• Fruits in Season</li> <li>• Soda</li> <li>• All Snacks must be served with either iced tea, juice or lemonade</li> <li>• Water Dispenser for hot and cold</li> <li>• No plastic bottles or utensils will be used</li> </ul>	
<b>4. Buffet Requirements</b>	<ul style="list-style-type: none"> <li>• Waiters/food attendant in appropriate attire with skill in food preparation and serving</li> <li>• Maintain the quality of the food to be <b>served and must be ready one (1) hour before the agreed time</b></li> </ul>	
<b>5. Physical Set-up</b>	<ul style="list-style-type: none"> <li>• Attached is the lay out and physical set-up for the training</li> </ul>	
<b>6. Amount</b>	<ul style="list-style-type: none"> <li>• <b>Php 240,000.00</b></li> </ul>	

**PAYMENT OF SERVICE FEE**

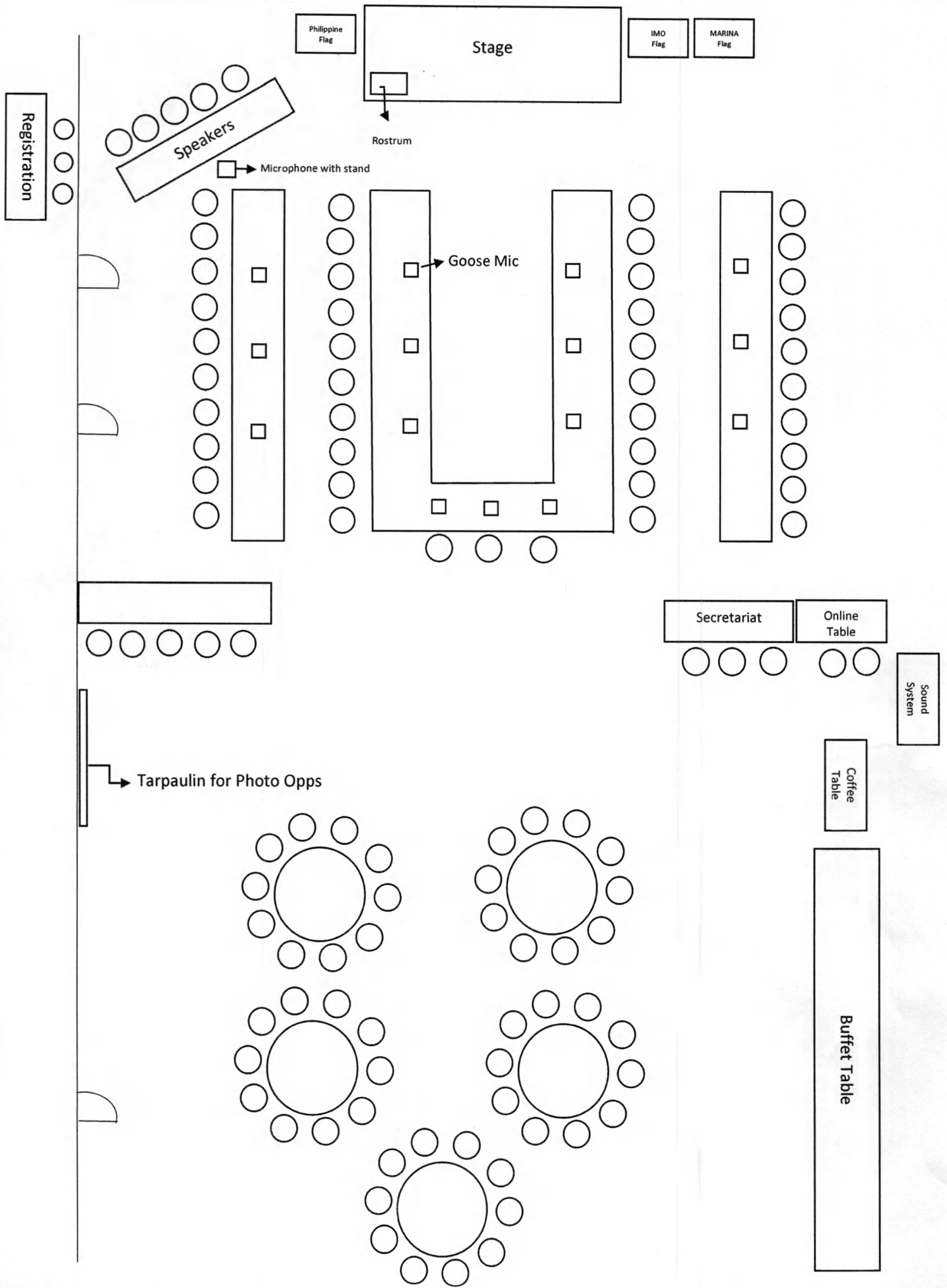
MARINA shall pay the selected bidder within 15 days after the receipt of the final billing statement.

**CONTACT PERSON**

Interested persons and entities are invited to submit their letter of intent and quotation:

*JPI* 23 Aug. 2019

**ATTY. JEAN VER P. PIA**  
 Director II, Overseas Shipping Service (OSS)  
 Maritime Industry Authority  
 MARINA Bldg., A. Bonifacio Dr. cor. 20<sup>th</sup> St., Port Area  
 1018 Manila, Philippines  
 Email: [jppia@marina.gov.ph](mailto:jppia@marina.gov.ph) and [oss@marina.gov.ph](mailto:oss@marina.gov.ph)



Jan 23 Sept. 2019  
 Mar 9/24/19