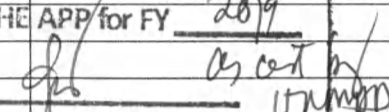
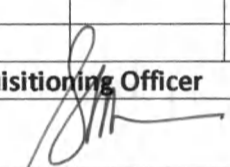
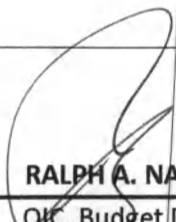




Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

2019-10-430

Office: MARITIME SAFETY SERVICE		PR No. :	Date: <u>14 Oct. 2019</u>		
Division/Section:		SAI No. :	OCT 28 2019		
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	Catering Services	130		P300,000.00
-X-					
		1 st Batch – 65 pax			P300,000.00
		2 nd Batch – 65 pax			
<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 </div>					
TOTAL					
Signature:		Requisitioning Officer 			
Printed Name:		Engr. BERNARDO A. POLLO			
Designation		Officer-In-Charge, MSS			
Purpose:		For the Procurement of Catering Services of ABS Speakers/Lecturers, MRO'S participants and secretariat for the conduct of Ship Surveyor's Training Course for two (2) batches on 18-19 November 2019 (1 st Batch) and 20-21 November 2019 (2 nd Batch) within Metro Manila			
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		CERTIFICATION			
		 RALPH A. NARVAEZ OIC, Budget Division			
		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Signature:		PR Approver			
Printed Name:		VADM NARCISO A VINGSON JR.			
Designation		OIC-Administrator			
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 FOR THE PROCUREMENT OF CATERING SERVICES FOR
THE CONDUCT OF SHIP SURVEYOR'S TRAINING COURSE
FOR TWO (2) BATCHES**

(1st Batch: 18-19 November 2019)

(2nd Batch: 20-21 November 2019)

A. INTRODUCTION:

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached agency to the Department of Transportation (DOTr), wishes to invite quotations from interested person(s)/entities to provide the needed logistical requirements for the conduct of Ship Survey Training to be conducted on 18-19 November 2019 (1st Batch) and 20-21 November 2019 (2nd Batch), to be held in MARINA multi purpose hall.

B. INCLUSION AND NUMBER OF PARTICIPANTS/SPEAKER:

The undertaking includes the catering services, tables, chairs, dining-wares, and other provisions which will accommodate a total of sixty (60) persons who will participant to the said training, speakers and secretariat.

C. LOGISTICAL SUPPORT/REQUIREMENTS:

REQUIREMENTS	DETAILS
1. Training Facilities (Class Room Type)	<ul style="list-style-type: none">• Tables and Chairs with cover that can accommodate 65 participants.• Table and Chairs with cover for the MARINA Secretariat.• Pads and Pencils• Complete preparation and set up of tables and chair with cover at least two (2) hours before the training.
2. Meals and Snack	<ul style="list-style-type: none">• Flowing brewed coffee, mints and mineral water• Meals – Lunch as well as morning and afternoon snacks. <p>1st batch (18 – 19 November 2019) 65 pax AM and PM snacks 65 pax Lunch</p> <p>2nd batch (20- 21 November 2019) 65 pax AM and PM snacks 65 pax lunch</p>
3. Food requirements	<ul style="list-style-type: none">• Steamed rice• Soup• Pasta• Chicken• Beef• Fish/Seafood• Vegetable Salad• Desserts• Fruits in Season• Soda• All snacks must be served with either iced tea, juice or lemonade



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY

Parkview Plaza 984 Taft Avenue corner T.M. Kalaw Avenue
Ermita, 1000 Manila, Philippines

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.
------------------------	--

D. DCOUMENTARY REQUIREMENTS:

Caterers must have valid business permit necessary for the operation of a business providing catering services and experienced in catering services for said training.

E. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the training is **THREE HUNDRED THOUSAND PESOS (P300,000.00)** inclusive of all applicable taxes charged against MSS Office Funds 2019. .

F. 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

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.

B. OFFICIAL CONTACT FOR EXPRESSION OF INTEREST:

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

ENGR. BERNARDO A. POLLO

Officer-In-Charge, Maritime Safety Service
Maritime Industry Authority (MARINA)
A. Bonifacio Drive Corner 20th Avenue
and Railroad St., South Harbor, Manila
E-mail Address: mss@marina.gov.ph