



## MARITIME INDUSTRY AUTHORITY

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

### PROCUREMENT OF CATERING SERVICE FOR THE PHILIPPINE HOSTING OF THE NATIONAL WORKSHOP ON MARPOL V AND PORT RECEPTION FACILITIES UNDER INTEGRATED TECHNICAL COOPERATION PROGRAMME (ITCP) OF THE INTERNATIONAL MARITIME ORGANIZATION (IMO) ON 23-25 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 WORKSHOP ON MARPOL V AND PORT RECEPTION FACILITIES UNDER INTEGRATED TECHNICAL COOPERATION PROGRAMME (ITCP) OF THE INTERNATIONAL MARITIME ORGANIZATION (IMO)** which will be delivered at MARINA 12th Floor Multi-Purpose Hall, MARINA Building, Port Area, Manila on **23-25 October 2019**.

#### APPROVED BUDGET FOR THE CONTRACT

A total guaranteed amount of **ONE HUNDRED NINETY EIGHT THOUSAND PESOS ONLY (Php 198,000.00)**, inclusive of VAT, is available for this undertaking which shall be charged against MARINA OSS Funds.

#### PROFILE OF PARTICIPANTS

A total of **fifty five (55) 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
1. Conference Facilities	<ul style="list-style-type: none"><li>• Tables and Chairs (Tiffany) with cover for <b>U-Shape</b> that can accommodate fifty five (45) participants</li><li>• Tables and Chairs (Tiffany) with cover for five (5) MARINA Secretariat</li><li>• Tables and Chairs (Tiffany) with cover for five (5) IMO Consultants and Resource Persons</li><li>• Tables and Chairs (Tiffany) with cover for three (3) 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 meeting.</b></li><li>• Round tables and chairs for lunch with cover good</li></ul>

	for fifty (55) participants	
<b>2. Meals and Snacks</b>	<ul style="list-style-type: none"> <li>• Flowing brewed coffee/tea, mints and mineral water</li> <li>• Meals – Lunch as well as morning and afternoon snacks</li> </ul>	
	- <b>23-25 October 2019</b>	55 pax AM Snacks 55 pax Buffet Lunch 55 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> <li>• <b>Packed AM, PM Snacks and lunch with bottled water to be delivered to the site visit on the Port Reception Facility at South Harbor, Port Area, Manila on 24 October 2019.</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 198,000.00</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:

*for: Nonita L. Adriano 10/01/19*

**ATTY. JEAN VER P. PIA, PhD**

Director II, Overseas Shipping Service (OSS)

Maritime Industry Authority

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Registration

Philippine Flag

Stage

IMO Flag

MARINA Flag

Speakers

Rostrum

Microphone with stand

Goose Mic

Secretariat

Online Table

Sound System

Coffee Table

Buffet Table

Tarpaulin for Photo Opps

