



**MARITIME INDUSTRY AUTHORITY**

PURCHASE REQUEST					
Office: <u>ENFORCEMENT SERVICE (ES)</u>			PR No. : <u>2019-12-479 dtl 12/19</u>		
Division/Section: CID			SAI No. : _____		
Date Request: 03 December 2019					
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1		CATERING SERVICES			Php200,000.00
		TOTAL			Php200,000.00
<b>Requisitioning Officer</b>					
Signature:					
Printed Name:		ATTY. SHARON L. DE CHAVEZ - ALEDO			
Designation		Officer-In-Charge, Enforcement Service			
Purpose:		For official use of MARINA for the launching of MANILA – CAVITE Ferry Services and Registration of Pleasure Yacht			
<b>CERTIFICATION</b>					
<input checked="" type="checkbox"/>		FUNDS AVAILABLE			
<input type="checkbox"/>		NO FUNDS AVAILABLE			
		 <b>RALPH A. NARVAEZ</b> OIC – Chief, Budget Division			
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
<b>PR Approver</b>					
Signature:					
Printed Name:		VADM NARCISO A VINGSON JR			
Designation		Officer-In-Charge, Office of the Administrator			
<b>Note:</b>		Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)			





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
**MARITIME INDUSTRY AUTHORITY**



**TERMS OF REFERENCE FOR THE CATERING SERVICES IN THE LAUNCHING OF  
CAVITE – MANILA FERRY SERVICE AND REGISTRATION OF RECREATIONAL  
BOATS**

**I. 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 launching of Cavite – Manila Ferry Service and Registration of Recreational Boats to be conducted on 09 December 2019, to be held in Cavite City Municipal Hall.

**II. OBJECTIVES**

The key objective of this project is to assist in the Launching of Manila – Cavite ferry service and Registration of recreational boats which was initiated by the Department of Transportation (DOTr) and to effectively start implementing the high priority instruments related to transportation.

**III. APPROVED BUDGET FOR THE CONTRACT**

The total budget amounting to TWO HUNDRED THOUSAND PESOS (PHP200,000.00) is available for this activity which shall be charged against MARINA funds for FY 2019.

Any additional cost to be incurred above the amount shall be confirmed by MARINA and be settled in accordance with the usual government accounting and auditing rules and regulations.



**VI. DOCUMENTARY REQUIREMENTS:**

Caterers must have valid business permit necessary for the operations of a business providing catering services and experienced in catering services for the

**IV. INCLUSION AND NUMBERS OF GUEST**

The undertaking includes the catering services, tables, chairs, dining-wares, and other provision which will accommodate a total of Two Hundred Fifty (250) persons who will serve as guest to the said event, and secretariat.

**V. LOGISTICAL SUPPORT / REQUIREMENTS**

The following are the minimum requirements to ensure the successful delivery of the activity:

<b>PARTICULARS</b>	<b>REQUIREMENTS</b>
Food Requirements	<ul style="list-style-type: none"><li>• Steamed rice</li><li>• Soup</li><li>• Pasta</li><li>• Chicken</li><li>• Pork</li><li>• Beef</li><li>• Fish</li><li>• Desserts</li><li>• Soda</li><li>• Flowing brewed coffee</li><li>• bottled water set - up</li><li>• No Crab and Shrimps in any dish</li></ul>
Buffet requirements	<ul style="list-style-type: none"><li>• Waters/food attendant in appropriate attire with skill in food preparation and serving</li><li>• Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time.</li><li>• Round tables with chairs set-up of table cloth and center piece (10 participants per table)</li><li>• Backdrop frame &amp; Motif Decors</li></ul>



## **VI. DOCUMENTARY REQUIREMENTS:**

Caterers must have valid business permit necessary for the operations of a business providing catering services and experienced in catering services for the said event to wit

- Letter of intent of the bidder
- Photocopy of valid Mayor's Permit / Business Permit
- Valid Philippine Government Electronic Procurement System
- (PhilGEPS) accounting / registration.

## **VII. MODE OF PAYMENT:**

The MARINA shall pay send bill arrangement with 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.

## **VIII. OFFICIAL CONTACT FOR EXPRESSION OF INTEREST:**

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

MR. YASIR I. HASSAN JR.  
MARITIME INDUSTRY DEVELOPMENT SPECIALIST II, ES  
Committee on Logistics  
Maritime Industry Authority  
Bonifacio Drive corner 20<sup>th</sup> St., Port Area, Manila  
Email Address: [es@marina.gov.ph](mailto:es@marina.gov.ph)  
Contact Number: +639356007112