



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST					
Office: <u>ENFORCEMENT SERVICE (ES)</u>			PR No. : <u>2019-12-478 dtl 12/3/19</u>		
Division/Section: <u>CID</u>			SAI No. : _____		
Date Request: <u>03 December 2019</u>					
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1		HOTEL ACCOMMODATION			Php75,000.00
		TOTAL			Php75,000.00
Requisitioning Officer					
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			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE					
<input type="checkbox"/> NO FUNDS AVAILABLE					
		RALPH A. NARVAEZ			
		OIC – Chief, Budget Division			
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
PR Approver					
Signature:					
Printed Name:		VADM NARCISO A VINGSON JR			
Designation		Officer-In-Charge, Office of the 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.					





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**TERMS OF REFERENCE FOR THE HOTEL ACCOMMODATION, AND OTHER
LOGISTICAL REQUIREMENTS FOR 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 SEVENTY FIVE THOUSAND PESOS (PHP75,000.00) 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.

IV. NUMBER OF SECRETARIAT / COMMITTEE

A total of more or less **Thirty Four (34)** Employees and Official who will serves as Secretariat and Point person of the committee are expected to accommodate the hotel in preparation for the said event

V. Details

- a. Must be in Cavite or nearby city (within 10 kilometer radius of Cavite City)
- b. All rooms must be inclusive of:
 - i. Complimentary Wi-fi access on all rooms and public areas
 - ii. Complimentary bottled water / coffee / tea in room

VI. DELIVERABLES

- a. Shall have all the necessary equipment and facilities as well as experience and professionally trained staff.
- b. Shall have parking space secured for vehicle.
- c. Shall have reliable internet connection in the hotel conference facilities and guest rooms.
- d. The hotel must have 24 hour uninterrupted electricity system
- e. Apart from the above hotels are expected to have internet connection and safe
- f. The service provider must assign sufficient supporting staffs to accommodate the organizers and respond to organizers request.

VII. LOGISTICAL SUPPORT / REQUIREMENTS

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

1. Hotel Accommodation with Breakfast for the Secretariat on 08 – 09 December 2019: (1 night)
Lunch and Dinner (August 08, 2019) for the Secretariat in preparation to the said event

TYPE	Numbers of Rooms
Double Sharing	8
Triple Sharing	11
Quadruple Sharing	2

VIII. TERMS OF PAYMENT

- Send Bill arrangement within five (5) days after the conclusion of the event to fast track the processing of disbursement/payment.
- Payment shall be made through List of Due and Demandable Accounts Payable with advice to Debit Account (LDDAP – ADA).
- The bidder shall provide the Bank Account wherein payment will be credited.

IX. DOCUMENTARY REQUIREMENTS

- Letter of intent of the bidder
- Photocopy of valid Mayor's Permit / Business Permit

- Valid Philippine Government Electronic Procurement System
- (PhilGEPS) accounting / registration.

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 20th St., Port Area, Manila
Email Address: es@marina.gov.ph
Contact Number: +639356007112