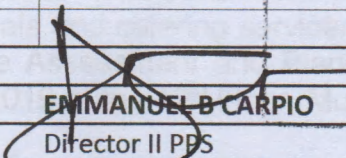
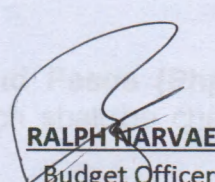
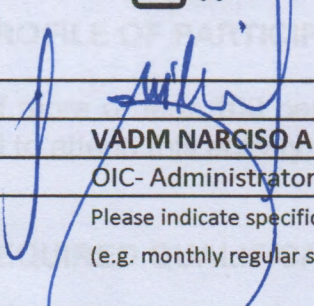




Republic of the Philippines
Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office:		PPS	PR No.: 2019-12-482		
Division/Section:		SAI No.: DEC 04 2019			
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Procurement of Catering Services			84,000.00
		AM, PM Snacks, Lunch, Dinner			
					84,000.00
Signature:					
Printed Name:		EMMANUEL B. CARPIO			
Designation:		Director II PPS			
Purpose:		to be officially use for the MARINA Year-End Planning Assessment and Planning Conference on 12 December 2019 at 12th Floor MARINA Multi-Purpose Hall			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE					
<input type="checkbox"/> NO FUNDS AVAILABLE					
 RALPH NARVAEZ Budget Officer					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
PR Approver:					
Signature:					
Printed Name:		VADM NARCISO A VINGSON JR			
Designation:		OIC- Administrator 12/04/19			
Note:		Please indicate specific purpose other than "for official use of the Office", (e.g. monthly regular supplies, as per APP, special projects, etc.)			

Requirements	Details
1. Technical Requirements	<ul style="list-style-type: none">Updated PhilCEPS registrationValid business permitsIncome Tax ReturnOath of OfficeOath of Office
2. Meals and Snacks	<ul style="list-style-type: none">Flowing brewed coffee, tea and mineral water with plain bread or pastriesMeal Requirements for 100 packsAM SnacksLunchPM SnacksDinner

**TERMS OF REFERENCE FOR THE
PROCUREMENT OF CATERING SERVICES FOR THE
CONDUCT 2019 MARINA YEAR-END PERFORMANCE ASSESSMENT AND
PLANNING CONFERENCE**

I. INTRODUCTION

The Maritime Industry Authority (MARINA), created pursuant to Presidential Decree No. 474 (1974) and an attached agency of the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities to provide the required meals and catering services for the conduct of the 2019 MARINA Year-End Performance Assessment and Planning Conference which will be delivered on 12 December 2019 at the 12th Floor, Multi-Purpose Hall, MARINA Building.

This activity aims to assess the Agency's performance for 2019 and validate 2020 plans and programs.

II. APPROVED BUDGET

The total budget amounting to **Eighty Four Thousand Pesos (Php 84,000.00)**, inclusive of VAT, is available for this undertaking which shall be charged against MARINA GAS Funds.

III. PROFILE OF PARTICIPANTS

A total of more or less **100** participants consisting of MARINA officials and staff are expected to attend this activity.

IV. REQUIRED QUALIFICATION OF PROSPECTIVE CATERERS

Scope and Coverage of Services

Interested persons/entities should be able to produce the following services:

Requirements	Details
1. Technical Requirements	<ul style="list-style-type: none">➤ Updated PhilGEPS registration➤ Valid business permits➤ Income Tax Return➤ Omnibus Sworn Statement
2. Meals and Snacks	<ul style="list-style-type: none">➤ Flowing brewed coffee, tea and mineral water with plain bread or pastries➤ Meal Requirements for 100packs<ul style="list-style-type: none">AM SnacksLunchPM SnacksDinner

3. Administrative/Catering Requirements	<ul style="list-style-type: none"> ➤ Set-up Classroom type or Rectangular Tables with Chairs during the Activity/Workshop for the 100 participants; ➤ Complete preparation and set-up of buffet table/s at least one hour before the meeting; ➤ Waiters/food attendants in appropriate attire and skillful 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. ➤ Experienced in catering services for corporate meetings
4. Terms of Payment	<ul style="list-style-type: none"> ➤ Send Bill Arrangement

V. OFFICIAL CONTACT FOR EXPRESSION OF INTEREST

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

DELIA P. LORENZO

Planning Officer V

Planning and Policy Service

Maritime Industry Authority

20th Avenue cor. Bonifacio Drive

Port Area, Manila

Email address: pps@marina.gov.ph

Contact Number: 8-525-7216

APPROVED BY

for: EMMANUEL B. CARPIO

ENGR. EMMANUEL B. CARPIO

Director II

Planning and Policy Service

Maritime Industry Authority

20th Avenue cor. Bonifacio Drive

Port Area, Manila

Email address: pps@marina.gov.ph