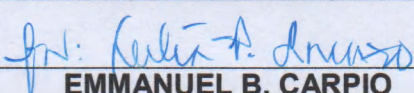


## PURCHASE REQUEST

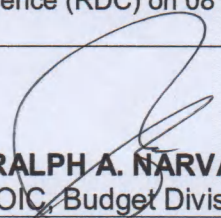
Office:		<b>OADM/PPS</b>		PR No. : 2020-01-01	
Division/Section:				SAI No. : JAN 03 2020	
Item No.	Unit	Item Description	QTY	Unit Cost	Total Cost (Php)
1	pax	Catering services for the Joint MARINA Central and Regional Director's Conference (RDC) on 08 January 2020. xxxxxxxxnothing followsxxxxxxxx	50		75,000.00
<b>TOTAL</b>					<b>75,000.00</b>

Signature:		<b>Requisitioning Officer</b>  <b>EMMANUEL B. CARPIO</b>	
Printed Name:		Director II, Planning and Policy Service	

Purpose: For the Joint MARINA Central and Regional Director's Conference (RDC) on 08 January 2020 to be held at the MARINA Board Room.

<b>CERTIFICATION</b>	
<input checked="" type="checkbox"/> FUNDS AVAILABLE (FY 2020 NEP) <input type="checkbox"/> NO FUNDS AVAILABLE	 <b>RALPH A. NARVAEZ</b> OIC, Budget Division

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<b>PR Approver</b>	
Signature:	
Printed Name:	
<b>VADM NARCISO A VINGSON JR</b> Officer-In-Charge Office of the Administrator	
Designation	

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

### PROCUREMENT OF CATERING SERVICES for the Joint MARINA Central and Regional Director's Conference 08 January 2020, MARINA Board Room

The Maritime Industry Authority (MARINA) intends to engage caterers for the Joint MARINA Central and Regional Director's Conference on 20 January 2020 which will be held at the MARINA Board Room, 3<sup>rd</sup> Floor, MARINA Building, A. Bonifacio Drive corner 20<sup>th</sup> Street, Port Area, Manila.

A total of fifty (50) persons will attend the said meeting composed of Officials/Directors/OICs of MARINA Central Office and Regional Offices, Secretariat and other support staff.

The Approved Budget is seventy-five thousand pesos (P75,000.00) inclusive of all applicable taxes with the following details:

DATE	MEALS	FOOD REQUIREMENT
Jan. 20, 2020	AM snack Serving Time: 9 A.M.	-sandwiches/noodle-based dish or filipino merienda dishes
	PM snack Serving Time: 3 P.M.	
	Buffet Lunch Serving Time: 12 N.N	-steamed rice -soup -chicken -beef -fish/seafood -vegetable salad -desserts -fruits in season
	Buffet Dinner Serving Time: 6 P.M.	-All meals must be served either of iced/hot tea, juice or lemonade  -with flowing tea/brewed coffee/ mineral water

#### Other requirements:

1. Caterers must have valid business permits necessary for the operation of a business providing catering services and experienced in catering services for corporate meetings;
2. Complete preparation and set-up of buffet table/tables and chairs with cover at least one hour before the meeting;
3. Waiters/food attendant in appropriate attire with skill in food preparation and serving;
4. Maintain the quality of the food to be served and must be ready one (1) hour before the agreed serving time;
5. Payment condition/terms: Send bill arrangement/  
within 15 days upon receipt of the billing invoice

Interested persons and entities are invited to submit their quotation through e-mail at [gsdprocsec@gmail.com](mailto:gsdprocsec@gmail.com)