



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office: MARITIME INDUSTRY AUTHORITY Division/Section: OVERSEAS SHIPPING OFFICE	PR No.: 2020-01-011 SAI No.: JAN 17 2020
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Item No.	QTY.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	1	Package	CATERING SERVICES AND OTHER LOGISTICAL REQUIREMENTS AM SNACKS/ BUFFET LUNCH	62		P60,000.00
			GRAND TOTAL			P60,000.00

Requisitioning Officer	
Signature:	<i>[Signature]</i>
Printed Name:	Atty. JEAN VER P. PIA, PhD
Designation:	Director II, Overseas Shipping Service

PURPOSE:
YEAR-END CONSULTATIVE MEETING WITH THE PRIVATE STAKEHOLDERS OF THE OVERSEAS SHIPPING SECTOR, on 16 February 2020 at MARINA MULTI-PURPOSE HALL, 12th FLOOR, MARINA BUILDING, BONIFACIO DRIVE CORNER 20TH STREET, PORT AREA, MANILA.

CERTIFICATION

FUNDS AVAILABLE
 NO FUNDS AVAILABLE

[Signature]
RALPH A. NARVAEZ
OIC, Budget Division

Approved Disapproved

PR Approver	
Signature:	<i>[Signature]</i>
Printed Name:	VADM NARCISO A VINGSON JR
Designation:	Officer-In-Charge, MARINA

Note: Please indicate specific purpose other than "for official use of the Office" (e.g. monthly regular supplies).



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



**PROCUREMENT OF CATERING SERVICE FOR THE YEAR-END
CONSULTATIVE MEETING WITH THE PRIVATE STAKEHOLDERS OF THE
OVERSEAS SHIPPING SECTOR**

19 FEBRUARY 2020

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 and **CATERING SERVICE FOR THE CONSULTATIVE MEETING WITH THE PRIVATE STAKEHOLDERS OF THE OVERSEAS SHIPPING SECTOR** which will be delivered at the MARINA Multi-Purpose Hall, 12th Floor, MARINA Building, Bonifacio Drive, 20th Street, Port Area, Manila on 19 February 2020.

APPROVED BUDGET FOR THE CONTRACT

A total guaranteed amount of **SIXTY THOUSAND PESOS ONLY (Php 60,000.00)**, inclusive of VAT, is available for this undertaking which shall be charged against MARINA OSS Funds.

PROFILE OF PARTICIPANTS

A total of **sixty two (62) participants** from private sector, 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:

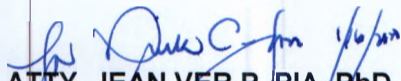
Requirements	Details	
1. Conference Facilities	<ul style="list-style-type: none"> • Tables and Chairs (Tiffany) with cover for CLASS TYPE ARRANGEMENTS that can accommodate fifty two (52) participants • Tables and Chairs (Tiffany) with cover for five (5) MARINA Secretariat • Tables and Chairs (Tiffany) with cover for two (2) Resource Persons • Tables and Chairs (Tiffany) with cover for three (3) Secretariat for the Registration Table • Pads and Pencils • Complete preparation and set-up of tables and chairs with cover at least two (2) hours before the meeting. • Round tables and chairs for lunch with cover good for sixty two (62) participants 	
2. Meals and Snacks	<ul style="list-style-type: none"> • Flowing brewed coffee/tea, mints and mineral water • Meals – Lunch as well as morning snacks 	
	<p style="text-align: center;">- 19 February 2020</p>	<p style="text-align: center;">62 pax AM Snacks 62 pax Buffet Lunch</p>
3. Food Requirements	<ul style="list-style-type: none"> • Steamed rice • Soup • Pasta • Chicken • Beef • Pork • Fish/seafood • Vegetable salad • Desserts • Fruits in Season • Soda • All Snacks must be served with either iced tea, juice or lemonade • Water Dispenser for hot and cold • NO PLASTIC BOTTLES OR UTENSILS WILL BE USED 	
4. Buffet Requirements	<ul style="list-style-type: none"> • Waiters/food attendant in appropriate attire skilled 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 	
5. Physical Set-up	<ul style="list-style-type: none"> • Attached is the lay out and physical set-up for the training 	
6. Amount	<ul style="list-style-type: none"> • Php 60,000.00 	

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:



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