

**TERMS OF REFERENCE**  
**2020 PROCUREMENT OF CATERING SERVICE FOR THE MARINA MONTHLY**  
**BOARD MEETING**

**I. Background and Legal Basis**

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities to provide the needed logistical requirements for the Procurement of Catering Service for the MARINA Monthly Board meeting.

**II. Description and Objective**

The Maritime Industry Authority (MARINA) intends to engage Caterers for the MARINA Board Meetings covering the months March to December 2020.

**III. Approved Budget for the Contract (ABC) and Fund Source**

The Total Approved Budget is Four Hundred Fifty Thousand Pesos (P450,000.00) inclusive of all applicable taxes charged against MARINA Central Office funds.

**IV. Number of Participants**

A total of forty (40) persons will attend the said meeting composed of the MARINA Board Members and Alternates, Officials/Directors/OICs and Members of the Secretariat.

**V. Logistical Support/Requirements**

COVERED MONTHS	MEALS	FOOD REQUIRMENT
February to December 2020	AM Snack Serving Time: 9 A.M.	- Sandwiches/noodle-based dish or Filipino merienda dishes
	Buffet Lunch Serving Time: 12 NN	<ul style="list-style-type: none"><li>- Steamed rice</li><li>- Soup</li><li>- Chicken or Pork</li><li>- Beef or Lamb</li><li>- Fish/seafood</li><li>- Vegetable salad</li><li>- Desserts</li><li>- Fruits in season</li><li>- Soda</li><li>- Mineral water (5gallon water container)</li><li>- Bottled distilled water (at least 10 bottles for each meeting upon request)</li></ul> All meals must be served with either iced/hot tea, juice or lemonade and continuous flow of



		brewed coffee (decaffeinated)
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1. Complete preparation and set-up of buffet table/tables and chairs cover (maritime or water theme) at least one (1) hour before the meeting.
2. Waiters/food attendant in appropriate attire with skill in food preparation and serving.
3. Maintain the quality of the food to be served which must be ready one (1) hour before the agreed time.

#### **VI. Documentary Requirements**

Caterers must have valid business permits necessary for the operation of a business providing catering services and experienced in catering services for corporate meetings in the MARINA premises.

#### **VII. Terms of Payment**

Payment shall be through send bill arrangement, to be paid within fifteen (15) days upon receipt of the billing invoice

#### **VIII. Official Contact for Expression of Interest**

Interested persons and entities are invited to submit their quotation together with the updated business permit and PhilGEPS registration, to any of the following:

1. GSD Procurement  
10<sup>th</sup> Floor, MARINA Bldg.  
Bonifacio Drive corner 20<sup>th</sup> Street  
Port Area, Manila
2. gsdprosec@gmail.com



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



**PURCHASE REQUEST**

Form No. QMS-10/2-1

Revision No./Date: 0/15 Nov 2010

2020-02-034

Office: <b>Legal Service</b>		PR No. _____		Date: _____	
Division/Section: _____		SAI No. : <b>FEB 05 2020</b>			

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		FOR THE PROCUREMENT OF CATERING SERVICE FOR THE MARIN MONTHLY BOARD MEETING FOR MARCH – DECEMBER 2020			<b>P450,000.00</b>
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> INCLUDED IN THE APP for FY <u>2020</u>    <b>CONSUELO T. DELA CRUZ</b>  Requisitioning Officer, Procurement Section </div>					
Signature: _____					
Printed Name: <b>Atty. Eusebia A. Cadlum-Boco</b>					
Designation: <b>OIC-DIRECTOR, LEGAL SERVICE</b>					
Purpose: <b>Procurement of catering services for monthly MARINA Board meeting</b>					

☒ FUNDS AVAILABLE  
☐ NO FUNDS AVAILABLE

**CERTIFICATION**  
  
**Ralph A. Narvaez**  
OIC-Budget Division

☐ Approved
☐ Disapproved

		<b>PR Approver</b>	
Signature: _____		 <b>VADM NARCISO A VINGSON JR.</b> Officer-In-Charge Office of the Administrator	
Printed Name: _____			
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.)*