



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8794530
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title CATERING SERVICES FOR THE CONDUCT OF THE PHILIPPINE MARITIME INDUSTRY SUMMIT
Area of Delivery Metro Manila

Solicitation Number:	2022-06-350	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Catering Services	Document Request List	0
Approved Budget for the Contract:	PHP 120,000.00		
Delivery Period:	1 Day/s		
Client Agency:			
Contact Person:	DIR. ARSENIO F. LINGAD II The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 bacsec@marina.gov.ph	Date Published	29/06/2022
		Last Updated / Time	28/06/2022 22:15 PM
		Closing Date / Time	04/07/2022 08:00 AM

Description

Procurement of Catering Services for the Morning Snacks and Managed Buffet Lunch during the Conduct of the Philippine Maritime Industry Summit on 07 July 2022.

Please see attached file.

You may visit our website at marina.gov.ph (under transparency tab).

Created by DIR. ARSENIO F. LINGAD II

Date Created 28/06/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system.



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN Number : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Planning and Policy Service (PPS)** through its Bids and Awards Committee (BAC), intends to **PROCURE FOR THE CATERING SERVICE FOR THE MORNING SNACKS AND MANAGED BUFFET LUNCH DURING THE CONDUCT OF THE PHILIPPINE MARITIME INDUSTRY SUMMIT** for CY 2022 in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Twenty Thousand Pesos only (P120,000.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 04 July 2022** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **2022 Business/Mayor's Permit¹**, **PhilGEPS Registration Number** and **Latest Business/Income Tax Return³** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at bacsec@marina.gov.ph


DIR. ARSENIO F. LINGAD II
BAC CHAIRPERSON

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB No. 09-2020

³Manually filed tax returns or filed through the EFPS

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila
(+632) 8524-6518 | marina.gov.ph | 2021marinabac@gmail.com

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Supplier's must state here either "**Comply**" or **any equivalent term** in the column "Supplier's Statement of Compliance" against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "**0**" if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

S C O P E O F S E R V I C E S

PROCUREMENT FOR THE CATERING SERVICE FOR THE MORNING SNACKS AND MANAGED BUFFET LUNCH DURING THE CONDUCT OF THE PHILIPPINE MARITIME INDUSTRY SUMMIT				
Item	Description	Service Provider's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	Buffet Table Set-up <ul style="list-style-type: none">• Venue of the event is tentatively located in Intramuros, Manila• Set-up ingress should be 1 ½ hours before the event and egress should be immediately after the managed lunch buffet.			
	Food <ul style="list-style-type: none">• Free Flowing brewed coffee, tea, and mineral water• AM Snacks for 150 pax (kakanin or pasta and 240 ml canned juice)• Managed Buffet for Lunch for 150 pax (steamed rice, 1 chicken dish, 1 beef dish and 1 vegetable dish, soup and dessert and 240 ml canned juice)			
	Conference Facility Set-up <ul style="list-style-type: none">• Provides for the flower arrangement in the venue's stage• Provides for the centerpiece flower for fifteen (15) round dining tables• Provides for one (1) centerpiece flower on the Registration table			

Signature over Printed Name

**The above quoted prices are inclusive of all costs and applicable*

Position/Designation

taxes.

Office Telephone No.

Fax/Mobile No.

Email Address/es

The delivery schedule expressed as week/months stipulates hereafter a delivery date, which is the date to the project site.

SCHEDULE OF REQUIREMENTS

PROCUREMENT FOR THE CATERING SERVICE FOR THE MORNING SNACKS AND MANAGED BUFFET LUNCH DURING THE CONDUCT OF THE PHILIPPINE MARITIME INDUSTRY SUMMIT			
Item	Description	Contract Term	Service Provider's Statement of Compliance
1 LOT	Bidder's Qualification a. Copy of PhilGEPS Registration b. Mayor's Business Permit c. Copy of Business/Latest Income Tax Return (ITR) d. Omnibus Sworn Statement	07 July 2022 from 09:00 AM to 01:00 PM	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

F I N A N C I A L O F F E R

**PROCUREMENT FOR THE CATERING SERVICE FOR THE MORNING SNACKS
AND MANAGED BUFFET LUNCH DURING THE CONDUCT OF THE PHILIPPINE
MARITIME INDUSTRY SUMMIT**

Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Twenty Thousand Pesos only (P120,000.00)	In words: _____ _____ _____ In figures: _____ _____ _____

Terms of Payment:

1. Send Bill Arrangement;
2. Payment shall be within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account;
3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and
4. The supplier shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name : _____

Branch : _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submissions in response to this RFQ shall be in hard copy only. Soft copies will not be entertained.**
6. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. Without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE FOR THE CATERING SERVICE FOR THE MORNING SNACKS AND MANAGED BUFFET LUNCH DURING THE CONDUCT OF THE PHILIPPINE MARITIME INDUSTRY SUMMIT

I. INTRODUCTION

In pursuant to Section 5 of Presidential Decree No. 474 providing that this Authority shall prepare and annually update the Maritime Industry Development Plan (MIDOP) for its subsequent approval by the President of the Philippines, the Maritime Industry Authority (MARINA) will be having the **Philippine Maritime Industry Summit 2022** on **07 July 2022** from **09:00 AM** to **01:00 PM**. The Summit will include the launching of the updated Ten-Year MIDP and its 10 Priority Programs, which contains a rational and integrated development plan of the maritime industry.

II. RATIONALE AND OBJECTIVES

The Philippine Maritime Industry Summit 2022 generally aims to launch the Updated Ten-Year Maritime Industry Development Plan (MIDP) and its 10 Priority Programs, specifically, the Summit aims to convey the integration of participatory consultative process with stakeholders from government and the private sector in the updated MIDP to lead a progressive maritime industry.

III. APPROVED BUDGET FOR THE CONTRACT

The total cost for the procurement of services needed for this activity shall be **One Hundred Twenty Thousand Pesos (Php 120,000. 00)** inclusive of all applicable taxes.

IV. PROFILE OF PARTICIPANTS

A total of **150** participants from MARINA and various government sectors and major maritime industry stakeholders from the domestic shipping, overseas shipping, maritime manpower, fishing sector, shipbuilding and ship repair industries with responsibility on the maritime industry are expected to attend this summit.

MARINA Building
20th Street corner Bonifacio Drive
1018 Port Area (South), Manila

Tel. Nos: (632) 523-9078 / 526-0971
Fax No: (632) 524-2895
Website: www.marina.gov.ph

V. SCOPE OF SERVICES

Requirements	Details
1. Buffet Table Set-up	<ul style="list-style-type: none">• Venue of the event is tentatively located in Intramuros, Manila• Set-up ingress should be 1 ½ hours before the event and egress should be immediately after the managed lunch buffet.
2. Food	<ul style="list-style-type: none">• Free Flowing brewed coffee, tea, and mineral water• AM Snacks for 150 pax (kakanin or pasta and 240 ml canned juice)• Managed Buffet for Lunch for 150 pax (steamed rice, 1 chicken dish, 1 beef dish and 1 vegetable dish, soup and dessert and 240 ml canned juice)
3. Conference Facility Set-up	<ul style="list-style-type: none">• Provides for the flower arrangement in the venue's stage• Provides for the centerpiece flower for fifteen (15) round dining tables• Provides for one (1) centerpiece flower on the Registration table

VI. BIDDER'S QUALIFICATION

Must comply with the legal, technical and other requirements of RA 9184 and its Revised IRR specifically and must submit the following documents:

- a. Copy of PhilGEPS Registration
- b. Mayor's Business Permit
- c. Copy of Business/Latest Income Tax Return (ITR)
- d. Omnibus Sworn Statement

VII. BILLING ARRANGEMENT

1. Send Bill Arrangement;
2. Payment shall be within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account;

3. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and
4. The supplier shall provide the bank Account wherein payment will be credited. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

VIII. CONTACT PERSON

TIFFANY R. PUNZALAN
Project Development Officer III
Planning and Policy Service
Maritime Industry Authority
Port Area, Manila
Email address: pps@marina.gov.ph
Contact Number: +639171090692

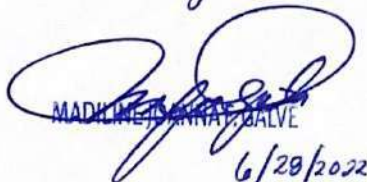
Prepared by:


JOSEPHINE O. CASTILLO
Chief MIDS
Strategy Management Division, PPS

Recommending Approval:


LUISITO W. DE LOS SANTOS
Director II
Planning and Policy Service

Reviewed by:

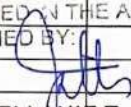


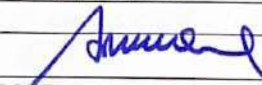

MADLINE ANNIBAL BALVE
6/29/2022



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

Form No. QMS-10/2-1
Revision No./Date: 0/15 Nov2010

PURCHASE REQUEST

Office		PPS		PR No.	2022-06-350
Division/Section				SAI No.	17 June 2022
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		CATERING SERVICES WITH MORNING SNACKS AND LUNCH	150	800.00	120,000.00
----- Nothing Follows -----					
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> INCLUDED IN THE APP. FY CERTIFIED BY:  MELLANIE T. BALIN Chief Administrative Officer </div>					
TOTAL				Php	120,000.00
Requisitioning Officer					
Signature:					
Printed Name:		LUISITO U. DELOS SANTOS			
Designation:		Director II, PPS			
Purpose		For the Conduct of Philippine Maritime Industry Summit on 07 July 2022			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE					
 ATTY. MARIVIC S. RAMOS, CPA Chief Budget Division, MFAS					
			<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved
PR Approver					
Signature:					
Printed Name:		VADM ROBERT A EMPEDRAD AFP (Ret)			
Designation:		Administrator			

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]