



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10145160  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** CATERING SERVICE FOR THE OPENING AND CLOSING CEREMONY OF IMSAS AUDIT  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-08-398	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services		
<b>Category:</b>	Catering Services	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b>	PHP 182,000.00		
<b>Delivery Period:</b>	2 Day/s	<b>Document Request List</b>	0
<b>Client Agency:</b>			
<b>Contact Person:</b>	ATTY. SHARON L. DE CHAVEZ - ALEDO 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	<b>Date Published</b>	20/09/2023
		<b>Last Updated / Time</b>	19/09/2023 11:15 AM
		<b>Closing Date / Time</b>	25/09/2023 06:00 AM
<b>Description</b>  CATERING SERVICE FOR THE OPENING AND CLOSING CEREMONY OF IMSAS AUDIT  Please see attached files or you may visit <a href="https://marina.gov.ph/small-value-procurement/">https://marina.gov.ph/small-value-procurement/</a>			

**Created by** ATTY. SHARON L. DE CHAVEZ - ALEDO  
**Date Created** 19/09/2023

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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 Overseas Shipping Services through its Bids and Awards Committee (BAC), intends to **PROCURE A CATERING SERVICE FOR THE OPENING AND CLOSING CEREMONY OF IMSAS AUDIT** for CY 2023 in accordance with **Section 53.9 (Small Value Procurement)** of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Eighty-Two Thousand Pesos (182,000.00)**. 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 15 of SEPTEMBER 2023** at the MARINA BAC Office located at 10<sup>th</sup> Floor MARINA Building, Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

A copy of your **2022 Business/Mayor's Permit<sup>1</sup>**, **PhilGEPS Registration Number**, and **Omnibus Sworn Statement<sup>2</sup>** 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](mailto:bacsec@marina.gov.ph)

  
ATTY. SHARON D. ALEJO  
BAC Chairperson

<sup>1</sup> 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.

<sup>2</sup> 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

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#### BIDS AND AWARDS COMMITTEE

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

**SCOPE OF SERVICES****PROCUREMENT OF CATERING SERVICE FOR THE OPENING AND CLOSING CEREMONY OF IMSAS AUDIT**

Item	Description	Training Provider's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	<b>Number of Participants</b>  A total of Seventy (70) participants from the Department of Transportation (DOTr), Department of Foreign Affairs (DFA), Philippine Coast Guard (PCG), Philippine Ports Authority (PPA), Cebu Port Authority (CPA), Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), National Mapping and Resource Information Authority (NAMRIA), National Telecommunications Commission (NTC), Subic Bay Metropolitan Authority (SBMA), MARINA and the IMSAS audit team.			
	<b>Venue</b>  The venue of the IMSAS Audit will be at the 3 <sup>rd</sup> Floor, Boardroom of the MARINA Building located at 20 <sup>th</sup> Street cor., Bonifacio Drive, Port Area, Manila.			

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address/es

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

## **CONDITIONS AND SERVICE PROVIDER RESPONSIBILITIES**

<b>PROCUREMENT OF CATERING SERVICE FOR THE OPENING AND CLOSING CEREMONY OF IMSAS AUDIT</b>			
<b>Item</b>	<b>Description</b>	<b>Contract Term</b>	<b>Training Provider's Statement of Compliance</b>
<b>1</b>	<p><b>Requirements</b></p> <p>The Caterer should have the following minimum requirements:</p> <ol style="list-style-type: none"> <li>1. Mayor's/Business Permit;</li> <li>2. Philgeps Registration;</li> <li>3. Omnibus Sworn Statement; "with an attachment showing proof of authorization (Special Power of Attorney or Secretary's Certificate / Board Resolution, whichever is applicable)</li> <li>4. Able to provide food with superior taste and simple but elegant buffet station;</li> <li>5. Have a wide variety of menu choices for each of the following type: <ul style="list-style-type: none"> <li>For AM and PM snacks: <ul style="list-style-type: none"> <li>• Sandwiches or other British and Indian Snacks</li> <li>• Assorted drinks/soda/canned juice</li> </ul> </li> <li>For buffet lunch: <ul style="list-style-type: none"> <li>• Steamed rice</li> <li>• Soup</li> <li>• Beef</li> <li>• Fish/Seafood</li> <li>• Vegetables</li> <li>• Desserts</li> <li>• Assorted drinks/soda/canned juice</li> </ul> </li> <li>Other food requirements: <ul style="list-style-type: none"> <li>• Continuous flow of brewed coffee / tea</li> <li>• Provision for option for sugar free drinks</li> <li>• Provision for bottled mineral water</li> <li>• Mints / nuts / chips on the table</li> </ul> </li> </ul> </li> <li>6. Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time;</li> <li>7. Complete preparation and set-up of buffet table/tables and chairs with covers at least one (1) hour before the event and as per availability of space in the venue; and</li> </ol>	<p>October 02, 2023 for the opening ceremony and October 09, 2023 for the closing ceremony</p>	<b>Page 3</b>

	8. Waiters/food attendant in appropriate attire with skill in food preparation and serving.		
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\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address/es

**FINANCIAL OFFER**

<b>PROCUREMENT OF CATERING SERVICE FOR THE OPENING AND CLOSING CEREMONY OF IMSAS AUDIT</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<p style="text-align: center;"><b>One Hundred Eighty-Two Thousand Pesos (Php 182,000.00)</b></p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

**Terms of Payment:**

Payment shall be through send bill arrangement, to be paid within fifteen to thirty (15 - 30) days upon receipt of the billing notice. The selected bidder shall provide a Land Bank of the Philippines (LBP) account otherwise bank charges shall be borne by the said bidder pursuant to Department of Budget and Management Circular Letter No. 2013-16.

**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. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.
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

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**TERMS OF REFERENCE (TOR)  
FOR THE PROCUREMENT OF CATERING SERVICE FOR THE OPENING AND  
CLOSING CEREMONY OF IMSAS AUDIT**

**I. Background**

The Maritime Industry Authority (MARINA) intends to procure Catering Service for the International Maritime Organization Member State Audit Scheme (IMSAS) on October 02, 2023 for the opening ceremony and October 09, 2023 for the closing ceremony.

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

The Total Approved Budget to be charged against Overseas Shipping Service (OSS) is One Hundred Eighty-Two Thousand Pesos (Php 182,000.00) inclusive of all applicable taxes broken down as follows:

AM Snack, Buffet Lunch and PM Snack	Php 1,300.00 x 70 pax x 2 Days (Opening & Closing Ceremony)	Php 182,000.00
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Proposals/quotations higher than the ABC will be automatically disqualified.

**III. Number of Participants**

A total of Seventy (70) participants from the Department of Transportation (DOTr), Department of Foreign Affairs (DFA), Philippine Coast Guard (PCG), Philippine Ports Authority (PPA), Cebu Port Authority (CPA), Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), National Mapping and Resource Information Authority (NAMRIA), National Telecommunications Commission (NTC), Subic Bay Metropolitan Authority (SBMA), MARINA and the IMSAS audit team.

**IV. Venue**

The venue of the IMSAS Audit will be at the 3<sup>rd</sup> Floor, Boardroom of the MARINA Building located at 20<sup>th</sup> Street cor., Bonifacio Drive, Port Area, Manila.

**V. Requirements**

The Caterer should have the following minimum requirements:

1. Mayor's/Business Permit;





**REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY**

2. Philgeps Registration;
3. Omnibus Sworn Statement; "with an attachment showing proof of authorization (Special Power of Attorney or Secretary's Certificate / Board Resolution, whichever is applicable)
4. Able to provide food with superior taste and simple but elegant buffet station;
5. Have a wide variety of menu choices for each of the following type:

For AM and PM snacks:

- Sandwiches or other British and Indian Snacks
- Assorted drinks/soda/canned juice

For buffet lunch:

- Steamed rice
- Soup
- Beef
- Fish/Seafood
- Vegetables
- Desserts
- Assorted drinks/soda/canned juice

Other food requirements:

- Continuous flow of brewed coffee / tea
  - Provision for option for sugar free drinks
  - Provision for bottled mineral water
  - Mints / nuts / chips on the table
6. Maintain the quality of the food to be served and must be ready one (1) hour before the agreed time;
  7. Complete preparation and set-up of buffet table/tables and chairs with covers at least one (1) hour before the event and as per availability of space in the venue; and
  8. Waiters/food attendant in appropriate attire with skill in food preparation and serving.




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**VI. Terms of Payment**


Payment shall be through send bill arrangement, to be paid within fifteen to thirty (15 - 30) days upon receipt of the billing notice. The selected bidder shall provide a Land Bank of the Philippines (LBP) account otherwise bank charges shall be borne by the said bidder pursuant to Department of Budget and Management Circular Letter No. 2013-16.

Prepared by:

  
**MS. JUDY L. HONRADO**  
Chief, CSMID

  
**MS. PRECILA C. JARA**  
Officer-in-Charge  
Overseas Shipping Service (OSS)

Reviewed by:

  
**MS. BUENA G. RAMOS**  
Head TWG for Small Value Procurement

  
**Atty. SHARON L. DE CHAVEZ - ALEDO**  
Chairperson, BAC

Approved by:

  
**Atty. HERNANI N. FABIA**  
Administrator

PCJ/JLH/ANH  
OSS CSMID 1456





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

**PURCHASE REQUEST**

Office:		OSS	PR No.: 2023-08-398		
Division/Section:		CSMID	SAI No.: AUG 30 2023		
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		PROCUREMENT OF CATERING SERVICE ON OCTOBER 02 AND OCTOBER 09, 2023 FOR THE OPENING AND CLOSING CEREMONY OF IMSAS AUDIT.			182,000.00
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>INCLUDED IN THE APP FY 2023 CERTIFIED BY: <i>[Signature]</i> <b>MELLANIE T. BALIN</b> Chief, Administrative Office</p> </div>					
<b>Total</b>					<b>182,000.00</b>

**Requisitioning Officer:**

Signature: *[Signature]*  
Printed Name: **PRECILA C. JARA**  
Designation: Officer-in-Charge, OSS

**Purpose:** PROCUREMENT OF CATERING SERVICE ON OCTOBER 02 AND OCTOBER 09, 2023 FOR THE OPENING AND CLOSING CEREMONY OF IMSAS AUDIT.

**CERTIFICATION**

☒ FUNDS AVAILABLE  
☐ NO FUNDS AVAILABLE

*[Signature]*  
**ATTY. MARIVIC C. RAMOS**  
Chief, Budget Division

☒ **Approved**

☐ **Disapproved**

**PR Approver:**

Signature: *[Signature]*  
Printed Name: **ATTY. NERNANI M. TABIA**  
Designation: Administrator

Note: Please indicate specific purpose other than "for official use of the Office", (e.g. monthly regular supplies, as per APP, special projects, etc.)

## 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]*