



REQUEST FOR QUOTATION

The Philippine Ports Authority Bids and Awards Committee for the Procurement of Goods and Consultancy Services (BAC-PGCS) will undertake the Procurement of Catering Service Provider for the "Gender Sensitivity Training" and "Gender Mainstreaming Seminar on March 6-7 and 8-9, 2018, respectively, per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC): P 78,400.00

DEADLINE FOR SUBMISSION OF QUOTATION: March 5, 2018

All quotations must be duly-signed and shall be submitted to BAC Office, 5th Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or call/email on the following numbers/addresses:

(02) 336 6516 ppati@ppa.com.ph
0917-703-1837 jcpudan@ppa.com.ph

The required documents such as PhilGEPS Registration, DTI or SEC Registration, Mayor's/Business Permit and Income Tax Return must be submitted after determination by the BAC of the Lowest Calculated and Responsive Quotation.

For further information, please refer to:

BAC Secretariat, Philippines Ports Authority
5th Floor, PPA Bldg., A. Bonifacio Drive,
South Harbor, Port Area, Manila
Telephone/ Fax No. 527-4735
527-8356 to 83 loc 539
PPA Website: www.ppa.com.ph

ADRIAN FERDINAND S. SUGAY
Chairperson, HO-BAC/PGCS

**TERMS OF REFERENCE FOR THE PROCUREMENT OF
CATERING SERVICES FOR THE CONDUCT OF THE GENDER SENSITIVITY
TRAINING AND GENDER MAINSTREAMING SEMINAR (NATIONWIDE)**

I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct of the "Gender Sensitivity Training" and the "Gender Mainstreaming Seminar" (Nationwide) on March 6-9, 2018 at the PPA GAD Center.

The said activity aims to develop awareness on gender issues among the participants and to propose various strategies in applying their new consciousness in their personal, family, and office life, and for them to better appreciate the policy of the national government to mainstream gender in government policies and programs.

II. SCOPE OF SERVICES AND REQUIREMENTS

1. Event is for four (4) days from 8:00 am – 5:00 pm.
2. Catering services good for 49 pax at the rate of Php 400.00/head and provision of the following:
 - AM/PM Snacks and Lunch for four (4) days
 - Free flowing coffee or tea
 - Standard physical and floral arrangement
 - Uniformed food attendants
 - Chinawares, silverwares and utensils
3. Proposed menu should be a variety.
4. Estimated number of participants is based on minimum of 40 pax but may change based on actual.
5. Quotations should not exceed the approved budget for meals in the total amount of P 78,400.00 inclusive of applicable government taxes.
6. PPA, as a government office, can settle its obligation via send-bill arrangement only, to be processed within 15-30 working days.

III. PPA RESPONSIBILITIES

1. Implement the workshop, as practicable as possible and mindful of the PPA rules and regulations governing the procurement of a service provider.
2. Pay the Service Provider the package rate agreed upon during the procurement process, through its representative.

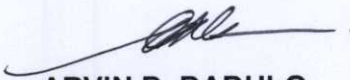
IV. BUDGET

The budget estimates for the procurement of Catering Service Provider for the delivery of Training/Seminar shall be P 78,400.00, inclusive of taxes.


Funding shall be chargeable against the approved CY 2018 PPA Learning and Development Programs.

Any inquiries/ clarification can be coursed through to Mr. Jovertlee C. Pudan, Training Specialist IV of PPATI at (02) 336-6516, 0917-703-1837, or jcpudan@ppa.com.ph.

Prepared by:


ARVIN D. DADULO
Division Manager, TPMD *d*

Approved by:


MARJORIE R. ROLA, Ph. D.
Department Manager
PPA Training Institute