



BONIFACIO DRIVE, SOUTH HARBOR, PORT AREA, MANILA 1018, PHILIPPINES
P.O. BOX 436, MANILA, PHILIPPINES
TEL. NO. (0632) 527-8356, FAX. NO. (0632) 527-4855
HTTP://WWW.PPA.COM.PH

REQUEST FOR QUOTATION

Company : Philippine Ports Authority
Bonifacio Drive, South Harbor, Port Area, Manila

Event : 4C's of Change Management for Leaders Seminar/Training

Venue : Executive Lounge, 7th Floor, PPA Corporate Building
South Harbor, Port Area, Manila

Requirement :

1. Catering Services
2. Program details and Budget

Training Program	Date	No. Pax	Approved Training Budget
4C's of Change Management for Leaders (3 Batches)	May 10-11, 2018	45	₱36,000.00
	May 29-30, 2018	45	36,000.00
	Sept. 25-26, 2018	45	36,000.00
TOTAL		135	₱108,000.00

3. Managed Buffet (AM Coffee break, Lunch, PM coffee break)
4. To provide the following:
 - Elegant skirting for buffet table with desired color motif
 - Chairs with seat-covers and round tables with flower centerpiece
 - Trained and uniformed staff and waiters
 - Drinking glasses, chinaware, silverware, goblets & cutleries
 - Purified drinking water, juice, and ice for beverages
5. Quotations should not exceed the Approved Budget for Contract (ABC), **ONE HUNDRED EIGHT THOUSAND PESOS ONLY (₱108,000.00)** inclusive of applicable government taxes.
6. All quotations to be submitted must be duly-signed and accompanied with the following documents:
 - a. PhilGEPS Registration
 - b. DTI or SEC Registration
 - c. Mayor's Permit or Business Permits
 - d. Omnibus

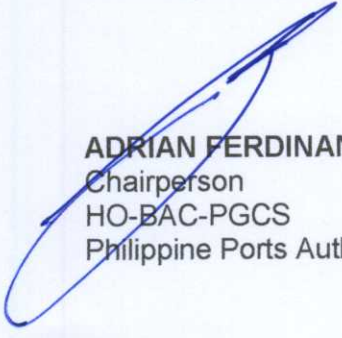
VISION

By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.

7. PPA reserves the right to reject any or all quotations at any time prior to award of contract, and to accept quotations as may be considered advantageous to the government.
8. PPA will only reply to quotations that can accommodate the requirements stated in the foregoing.
9. PPA, as a government office, can settle its obligation via send-bill option only, processed within 15-30 working days after the date of the event.
10. Quotations may be hand-carried to the Human Resource Management Department (HRMD) 3rd Floor, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila on or before 5:00 pm of May 2, 2018
11. For further information, you may contact Ms. Marie Melanie Q. Valdez at telephone no. 527-64-38 or at cpms.hrmd@gmail.com.



ADRIAN FERDINAND S. SUGAY
Chairperson
HO-BAC-PGCS
Philippine Ports Authority

TERMS OF REFERENCE
PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF
4C'S OF CHANGE MANAGEMENT FOR LEADERS SEMINAR/TRAINING CY 2018

1. BACKGROUND

The Human Resource Management Department in fulfillment of its commitment in implementing the Management Succession Program will conduct the 4C's of Change Management for Leaders Seminar as detailed below. To support the program, and to alleviate the need of participants to look for a place to eat during major breaks, it is necessary to have a good and reliable catering service that will provide meals. This defrays our difficulty in meal preparation and distribution.

Training Program	Batch	Tentative Schedule	No. of Participant	Cost
4C's of Change Management for Leaders (2 days)	Batch 1	May 10-11, 2018	45pax	₱36,000.00
	Batch 2	May 29-30, 2018	45pax	₱36,000.00
	Batch 3	Sept. 25-26, 2018	45pax	₱36,000.00
TOTAL CONTRACT PRICE				₱108,000.00

2. PROJECT DESCRIPTION

2.1 Project Duration

The catering services shall cover the following tentative schedules:

- 2.1.1 May 10-11, 2018
- 2.1.2 May 29-30, 2018
- 2.1.3 Sept. 25-26, 2018

2.2 Scope of Services

- 2.2.1 The catering service provider is expected to ingress at least one (1) hour before the program;
- 2.2.2 Ensure quality of foods and drinks for forty-five (45) participants;
- 2.2.3 The serving type is managed buffet. Menu consists of three (3) viands of meat (beef, chicken, and fish), 2 side dishes (soup and sauté), rice, desert, water/juice and flowing coffee;
- 2.2.4 Trained staff/waiters for the assistance in distribution of foods and drinks;
- 2.2.5 Elegant skirting for buffet table with desired color motif;
- 2.2.6 Chairs with seat-covers and round tables with flower centerpieces; and
- 2.2.7 Drinking glasses, chinaware, goblets & cutleries.

3. QUALIFICATIONS

The required qualifications of the caterer are presented below:

- 3.2.1 An intensive knowledge of ingredients for food safety;
- 3.2.2 Caterers need to have ability to manage others. Those who run their own businesses need to be able to hire talented and skilled staff, including cooks and waiters;
- 3.2.3 Ability to work with the public. Keeping clients happy is an essential part of the job; and
- 3.2.4 Having good organizational skills, to work under pressure, energetic, strong communication skills, responsible and trustworthy.

4. Payment


Payment will be processed for issuance of BUR/DV and Check upon submission and acceptance of service and original invoice with the following documents:

- PhilGEPS Registration
- DTI or SEC Registration
- Mayor's Permits or Business Permits
- Omnibus

5. BUDGET

The budget estimates for the procurement of caterer to deliver the foods for the 2-day seminar on **4C's of Change Management for Leaders** amounted to **ONE HUNDRED EIGHT THOUSAND PESOS ONLY (P108,000.00)** for the three (3) batches, inclusive of VAT.

Funding shall be chargeable against the PPA-Approved Learning and Development Programs and Budget Funds CY 2018.


MARK JON S. PALOMAR
Manager
Human Resource Management Department


MEM/ELDU/mttd/03272018