



REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-092-2020

Name of Project : **Procurement of Catering Services for
the Conduct of CY 2020 Learning and
Development Programs (Batch 1)**

Approved Budget for the Contract : **P967, 500.00**

Deadline for Submission : **February 26, 2020**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Income/Business Tax Return, Omnibus Sworn Statement and Secretary's Certificate/Special Power of Attorney.

Quotations shall be submitted in person to the Manager, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
954-88-00 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,


MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee

**TERMS OF REFERENCE FOR THE PROCUREMENT OF
CATERING SERVICES FOR THE CONDUCT OF CY 2020 LEARNING AND
DEVELOPMENT PROGRAMS (BATCH 1)**

I. INTRODUCTION

Based on the approved CY 2020 PPA Learning and Development Programs and Budget and Annual Procurement Plan, the Philippine Ports Authority Training Institute (PPATI) in coordination with the Human Resource Management Department (HRMD), has tentatively scheduled the implementation of corresponding In-house Programs from January to June of CY 2020. This Terms of Reference shall cover all catering services for trainings scheduled for the said period.

II. SCOPE OF SERVICES AND REQUIREMENTS

1. **Number of pax per schedule.** The service shall cover meals for the number of pax per training program, as indicated herein.

Actual number of participants is subject to change per actual.

2. **Budget per pax.** The budget per person shall be in the amount of Four Hundred Pesos per head/day only (Php400.00).

3. **Food Variation.** Food provision should include the following:

- AM/PM Snacks
- Lunch:
 - Rice
 - Red meat (pork or beef)
 - White meat (chicken or fish)
 - Vegetable dish
 - Dessert
 - Iced tea/ soft drinks or juice
- Free flowing coffee or tea
- Standard physical and floral arrangement
- Well-trained and uniformed food attendants and staff
- Silverwares, flatwares, cutleries and glasswares
- Tables with table cloth and chairs with seat cover
- Buffet table with centerpiece
- Choice of color motif

4. **Approval of menu selection.** The Supplier shall present the proposed menu at least five (5) days before the scheduled event, for approval.

III. TERMS AND CONDITIONS

1. All quotations to be submitted must be duly signed by an authorized representative, and accompanied with the required documentary requirements.
2. PPA will only reply to quotations that can provide/ comply with the requirements stated in the foregoing.
3. PPA, as a government office, can settle obligations via send-bill arrangement only, which will be processed within 7- 15 working days.

IV. SCHEDULE

The schedule of training programs is the attached herewith as Annex A. Any changes thereto will be communicated to the Supplier at least seven (7) days in advance.


MARYGENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute


TENTATIVE SCHEDULE OF CY 2020 LEARNING AND DEVELOPMENT PROGRAMS

No.	COURSE/TOPICS	Tentative Date	# of Days	# of Pax	Target Pax	Food
BATCH 1						
1	S-W on Complete Staff Work	March 10-12	3	70	CSD, POSD, CPD, LSD, and OCBS personnel	84,000.00
2	Annual Emergency Preparedness and Response Teams	March 18	1	50	HO Emergency Response Team	20,000.00
3	Pre-retirement Seminar	March 24-26	3	30	personnel retiring within 3 years and other interested personnel	36,000.00
4	Orientation for Newly-hired Personnel	March 24-26	3	100	Newly-hired Personnel	120,000.00
5	Learning the Generating Equality & Respect Program	March 25-26	2	20	Male & Female Employees (NoLuz Cluster)	16,000.00
6	S-W on Advocating Mainstreamed Gender Equality, OSH and Mental Health Care	March 27	1	45	PPA HO Focal Point Exec. Committee and GAD TWG	18,000.00
7	Learning the Generating Equality & Respect Program	March 30-31	2	20	HO/Manila-based PMOs Male and Female Employees	16,000.00
8	Pantalan Leadership Development Course	May19-21	3	30	Pantalan Officers Nationwide	36,000.00
9	Regulatory Impact Assessment in compliance with the Ease of Doing Business (RA 11032) Batch 1	May 27-29	3	30	R & F personnel	36,000.00
10	Roll out of REMS Batch 1	May	5	25	HO and Manila Based PMOs employees	50,000.00
11	Conduct of GAD Planning Conference	June	2	25	Male & Female Employees nationwide	20,000.00
12	Roll out of iPorts Batch 1	June 16-18	3	25	HO and Manila Based PMOs employees	30,000.00
13	CPD Special Training for Engineering	June 23-25	3	40	Engineering Nationwide	48,000.00
14	Seminar for Pollution Control Officer (PCO)	June 29-July 3	5	25	Port Operations personnel (PMO/TMO)	50,000.00
15	Port Facility Security Officers Course & ISPS Code Batch 2	June 30-July 3	5	15	L/V Deputy StaComs/ Section Chiefs	30,000.00
16	Roll out of REMS Batch 2	June	5	25	Luzon/Visayas personnel	50,000.00
17	TESDA Training Batch 1	June	3	30	Trades and Crafts	36,000.00
18	Capacity Building for Engineering: Improve Planning Structure	June	3	65	Trades and Crafts	78,000.00
	TOTAL					774,000.00