



**REQUEST FOR QUOTATION**  
(Small Value Procurement)

Name of Project : **Procurement of Catering Services for the  
Pagpupugay at Pasasalamat para kay DM  
Lilian T. Javier**

Approved Budget for the Contract : **P 54,000.00**

Deadline for Submission : **27 February 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, 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  
5<sup>th</sup> 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](http://www.ppa.com.ph)

Very Truly Yours,

**MARK JON S. PALOMAR**  
Chairperson, Bids and Awards Committee  
Procurement of Goods and Consultancy Services



**TERMS OF REFERENCE  
PROCUREMENT OF CATERING SERVICES FOR THE  
PAGPUPUGAY AT PASASALAMAT PARA KAY DM LILIAN T. JAVIER**

**1. BACKGROUND**

The Manager, Port Operations and Services Department is due for compulsory retirement on March 3, 2020. Human Resource Management Department, in fulfillment of its commitment to honor and show appreciation and gratitude to the retiree will conduct the **Pasasalamat at Pagpupugay Para Kay DM Lilian T. Javier** on **February 28, 2020** at the **7<sup>th</sup> Floor Multi-Purpose Hall PPA Corporate Building, South Harbor, Port Area, Manila.**

To support the program, it is necessary to have a good and reliable catering service that will provide meal. This defrays our difficulty in meal preparation and distribution.

<b>Program</b>	<b>Schedule</b>	<b>No. of guests</b>
Pagpupugay at Pasasalamat Para Kay DM Lilian T. Javier	February 28, 2020	100 guests

**2. PROJECT DESCRIPTION**

**2.1 Project Duration**

The program starts at 12:00 noon.

**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 one hundred (100) guests;
- 2.2.3 The serving type is managed/guarded buffet. Menu consists of five (5) viands of meat (beef, fish and chicken), side dish (soup and sauté), appetizer, vegetable, rice, desert, water and juice.
- 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 table with flower centerpieces; and
- 2.2.7 Drinking glasses, chinaware, goblets & cutleries.

### 3. QUALIFICATIONS

The required qualifications of the caterer are presented below:

- 1.2.1 Knowledgeable in food safety - for legal purposes, knows how to serve and prepare food safely and in hair protect the customers and prevents illness;
- 1.2.2 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;
- 1.2.3 Ability to work with the public. Keeping clients happy is an essential part of the job; and
- 1.2.4 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
- Omnibus Sworn Statement
- Mayor's Permits or Business Permits

### 5. BUDGET

Funding for the **Pagpupugay at Pasasalamat Para Kay DM Lilian T. Javier** shall be chargeable against the PPA-Approved Learning and Development Programs and Budget Funds CY 2020.

  
**MARK JON S. PALOMAR**  
Manager  
Human Resource Management Department