



BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-027-2024

Name of Project : **Procurement of Catering Services for the
Conduct of CY 2024 Learning and
Development Programs and Budget for the
First Semester**

Approved Budget for the Contract : **P 960,000.00**

Deadline for Submission : **March 26, 2024**


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, Secretary's Certificate/Special Power of Attorney and Income Tax Return.

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
Procurement of Goods and Consultancy Services

Item No.	Specification	Unit
1	<p>AM/PM Snacks;</p> <p>Lunch:</p> <ul style="list-style-type: none"> - Rice - White/Red meat - Vegetable dish/salad - Dessert - Iced tea, softdrinks or juice <p>Free flowing coffee, tea, and water;</p> <p>Food labor per meal</p> <p>Standard Physical and floral arrangement</p> <p>At least two (2) well-trained and uniformed food attendants/staff during session;</p> <p>Silverwares, flatwares, cutleries, and glasswares; and</p> <p>Proposed menu should be a variety.</p>	lot

**TERMS OF REFERENCE FOR THE PROCUREMENT OF
CATERING SERVICES FOR THE CONDUCT OF CY 2024 LEARNING AND
DEVELOPMENT PROGRAMS AND BUDGET FOR THE FIRST SEMESTER
(ASD-027/029-2024)**

I. INTRODUCTION

Based on the approved CY 2024 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 various Organic Training Programs for the first semester of CY 2024. This Terms of Reference shall cover all catering services for trainings scheduled from March to June 2024.

II. SCOPE OF SERVICES AND REQUIREMENTS

1. **Number of training programs and attendees per schedule.** The supplier shall cover meals for the number of attendees per training program, as indicated in Annex A.

The schedule of trainings and number of attendees are subject to change per actual conduct of the program.

2. **Food Variety.** Food provision should include the following:

- AM/PM Snacks;
- Lunch:
 - Rice
 - White/Red meat
 - Vegetable dish/salad
 - Dessert
 - Iced tea, soft drinks, or juice
- Free flowing coffee, tea, and water;
- Food label per meal;
- Standard physical and floral arrangement;
- At least two (2) well-trained and uniformed food attendants/staff during session;
- Silverwares, flatwares, cutleries, and glasswares; and
- Proposed menu should be a variety.

3. **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 attached herewith as Annex A. Any changes thereto will be communicated to the supplier at least seven (7) working days in advance.

V. Budget

1. The Approved Budget for the Contract is **P960,000.00** (P500.00/head/day).
2. Funding shall be chargeable against CY 2024 Learning and Development Programs and Budget.


MARY GENE F. MONTENEGRO
Manager
PPA Training Institute

**SCHEDULE OF IN-HOUSE TRAINING PROGRAMS
CY 2024**

No.	COURSE/TOPICS	# of	# of	Target Date	Budget
		Days	Pax		
First Semester					
1	Annual Emergency Preparedness and Response Team	2	80	March 25-26, 2024	80,000.00
2	Port Police Enhancement Seminar (Batch 1)	5	35	April 15-19, 2024	87,500.00
3	Sex Disaggregated Data	2	30	April 16-17, 2023	30,000.00
4	General Orientation and Awareness on ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Batch 1	3	30	April 16-18, 2024	45,000.00
5	Training on PPA IT Systems Batch 1	5	20	April 22-26, 2024	50,000.00
6	Training on PPA IT Systems Batch 2	5	20	May 6-10, 2024	50,000.00
7	Mental Health Awareness	2	30	June 18-19, 2024	30,000.00
8	Port Police Enhancement Seminar (Batch 2)	5	35	May 13-17, 2024	87,500.00
9	Pantalan Leadership Development Course***	2	35	May 15-16, 2024	35,000.00
10	ISPS Code and National Security Programmed for Sea Transport and Maritime Infrastructure (NSPTMI) Batch 1	5	35	May 20-24, 2024	87,500.00
11	Quality Customer Relation Course Batch 1	2	35	May 29-30, 2024	35,000.00
12	Project Management for Engineers	5	60	June 2024	150,000.00
13	ISPS Code and National Security Programmed for Sea Transport and Maritime Infrastructure (NSPTMI) Batch 2	5	35	June 3-7, 2024	87,500.00
14	Port Facility Security Officers Course & ISPS Code (Batch 1)	5	30	June 18-21, 2024	75,000.00
15	Quality Customer Relation Course Batch 2	2	30	June 19-20, 2024	30,000.00
TOTAL					960,000.00