



REQUEST FOR QUOTATION

(Small Value Procurement)

Name of Project : **Catering Services for the Conduct of
CY 2019 Learning and Dev't. Programs
for the Second Quarter**

Approved Budget for the Contract : **P 906,000.00**

Deadline for Submission : **April 15, 2019**


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 Income/Business Tax Return.

Quotations shall be submitted in person to the Property Management Division, 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,

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

TERMS OF REFERENCE FOR THE PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF CY 2019 LEARNING AND DEVELOPMENT PROGRAMS FOR THE SECOND QUARTER

I. INTRODUCTION

Based on the approved CY 2019 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 In-house Programs for the second quarter of CY 2019. This Terms of Reference shall cover all catering services for trainings scheduled for April to June 2019.

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 