



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Catering Services – “Pagpupugay”**

Approved Budget for the Contract : **P 65,000.00**

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 and Omnibus Sworn Statement.

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
PROCUREMENT OF CATERING SERVICES FOR THE
PASASALAMAT PARA KAY DM VIRGINIA S. VALERO**

1. BACKGROUND

The Human Resource Management Department, in fulfillment of its commitment to honor and show gratitude to the retiree, DM Virginia S. Valero, Department Manager, Office of the General Manager, will conduct the **Pasasalamat para kay DM Virginia S. Valero on April 26, 2019 at PPA Corporate Building, 3rd Floor, Controllershship Department, Bonifacio Drive, South Harbor, Port Area, Manila.**

To defray the difficulty of meal preparation and distribution, a good and reliable catering service provider for lunch of 100 personnel and guests is required.

2. SCOPE OF WORK

2.1 Duration

A catering service is required on April 26, 2019 from 11:00AM to 2:00PM.

2.2 Scope of Services

- 2.2.1 The serving type is managed buffet;
- 2.2.2 Quality of food and drinks for one hundred (100) pax must be ensured;
- 2.2.3 Menu consists of five (5) viands of meat (beef, pork, chicken and fish), side dish (soup and veggies), appetizer, dessert or fruits in season, rice, water and juice.

2.3 Provision of the following:

- 2.3.1 Adequate staff to set-up the food, utensils and tables;
- 2.3.2 Plates, glasses, spoons, forks and cutleries to be used during the activity;
- 2.3.3 Chairs with seat covers and round tables with flower centerpieces
- 2.3.4 Trained waiters for distribution of food and drinks

2.4 Ingress time is at least an hour before the program.

3. REQUIREMENTS

The prospective provider must submit the following:

- 3.2.1 Detailed food line-up (Quotation/Menu);
- 3.2.2 PhilGeps Registration; and
- 3.2.3 Mayor's Permit or Business Permit

4. PAYMENT


Payment will be processed for issuance of BUR/DV and Check upon receipt of complete billing requirements from service provider.

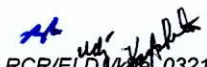
5. BUDGET ALLOCATION

The budget estimates for the procurement of catering services for the **Pasasalamat para kay DM Virginia S. Valero** amounted to **SIXTY-FIVE THOUSAND PESOS ONLY (P65,000.00)**, inclusive of VAT.

Particular	No. of Pax	Estimated Unit Cost per Pax (in Php)	Total Estimated Cost
Managed Buffet	100	650.00	P 65,000.00

Funding shall be chargeable against the PPA-Approved Learning and Development Programs and Budget Funds CY 2019.


ELADIO Y. VILLAVERT, JR.
Officer-In-Charge
Human Resource Management Department


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