



**BAGONG PILIPINAS**

**PHILIPPINE  
PORTS  
AUTHORITY**



**REQUEST FOR QUOTATION**

(Small Value Procurement)

ASD-029-2024

Name of Project:

**Procurement of Catering Services for the  
Conduct of UNCTAD and Trainfortrade Port  
Management Programme (TFT PMP) Modern  
Port Management Course, Cycle 5 for CY  
2024**

Approved Budget for the Contract : **₱ 443,000.00**

Deadline for Submission : **April 29, 2024**

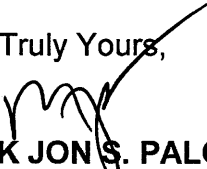
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Income/Business Tax Return, Omnibus Sworn Statement and Secretary's Certificate/Special Power of Attorney.

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  
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 FOR THE PROCUREMENT OF  
CATERING SERVICES FOR THE CONDUCT OF UNCTAD TRAINFORTRADE  
PORT MANAGEMENT PROGRAMME (TFT PMP)  
MODERN PORT MANAGEMENT COURSE, CYCLE 5 FOR CY 2024  
(ASD-029/APP Non-Organic Code-2024)**

**I. INTRODUCTION**

The Philippine Ports Authority, in partnership with United Nations Conference on Trade and Development (UNCTAD) is implementing the TrainForTrade Port Management Programme, Modern Port Management Course (Cycle 5) for CY 2023-2024.

Relative to this, the Philippine Ports Authority Training Institute (PPATI) has tentatively scheduled the conduct of Modules 5-8, Mock and Final Dissertation Defense, and Certification Program.

**II. SCOPE OF SERVICES AND REQUIREMENTS**

This Terms of Reference shall cover the catering services for the remaining UNCTAD activities for CY 2024.

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

**The schedule of activities 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;
- Buffet 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 activities 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 **P443,000.00** (P500.00/head/day).
2. Funding shall be chargeable against CY 2024 Learning and Development Programs and Budget (Organic and Non-Organic)

  
**MARYGENE F. MONTENEGRO**  
Manager  
PPA Training Institute

TPMD/PMTS

DFMF *dfmf* ANC *dn* /algm.Small\_Value\_Procurement-CY 2024 UNCTAD MPM Course Cycle 5.Catering