



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

Name of Project : **Catering Services for the Conduct of Learning and Development Programs for the Months of June to September 2019**

Approved Budget for the Contract : **P998,000.00**

Deadline for Submission : **May 27, 2019**

Please quote your best quotation in line with the attached Terms of Reference. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGEPS Registration Number, Income/Business Tax Returns, 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  
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

**TERMS OF REFERENCE FOR THE PROCUREMENT OF  
CATERING SERVICES FOR THE CONDUCT OF LEARNING AND  
DEVELOPMENT PROGRAMS FOR THE MONTHS OF JUNE TO SEPTEMBER  
CY 2019**

**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 months of June to September. This Terms of Reference shall cover all catering services for trainings scheduled for the said months.

**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 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 *Am*