



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-029/030/032-2023

Name of Project : **PROCUREMENT OF CATERING SERVICES
FOR THE CONDUCT OF CY 2023 LEARNING
AND DEVELOPMENT PROGRAMS AND
BUDGET FOR THE SECOND SEMESTER**

Approved Budget for the Contract : **P 984,000.00**

Deadline for Submission : **May 30, 2023**

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 and Omnibus Sworn Statement with attached Secretary's Certificate or 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
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,

ANGELINA A. LLOSE

Vice 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 2023 LEARNING AND
DEVELOPMENT PROGRAMS AND BUDGET FOR THE SECOND SEMESTER
(ASD-029/030/032-2023)**

I. INTRODUCTION

Based on the approved CY 2023 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 second semester of CY 2023. This Terms of Reference shall cover all catering services for trainings scheduled from July to December 2023.

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
 - Dessert
 - Iced tea/ soft drinks or juice
- Free flowing coffee, tea, and water;
- Includes Halal food for Muslim attendees;
- 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.


MARYGENE F. MONTENEGRO
Manager
PPA Training Institute

**SCHEDULE OF IN-HOUSE TRAINING PROGRAMS
SECOND SEMESTER
CY 2023**

#	COURSE	Days	Min # of Pax	Max # of Pax	Target Date	Budget	
						MIN	MAX
1	Gender Mainstreaming Evaluation Framework	2	40	50	July 4-5	32,000.00	40,000.00
2	Communication Strategies for a Virtual Age B1	3	40	50	July 18-20	48,000.00	60,000.00
3	Hazard Identification, Risk Analysis and Determining Controls (HIRADC) and Aspect/Impact Identification and Assessment B1	3	30	40	July 25-27	36,000.00	48,000.00
4	Gender Analysis Tools	2	40	50	Aug 1-2	32,000.00	40,000.00
5	Solving Problems in the Workplace: Creative Problem Solving and Decision Making B1	2	30	40	August 3-4	24,000.00	32,000.00
6	Business Process Management B1	3	30	40	August 23-25	36,000.00	48,000.00
7	Harmonized Gender and Development Guidelines	3	40	50	September 5-7	48,000.00	60,000.00
8	Business Process Management B2	3	40	50	September 12-14	48,000.00	60,000.00
9	Basic VIP Security Course	5	40	50	September 19-21	80,000.00	100,000.00
10	GAD Planning	2	40	50	September 19-20	32,000.00	40,000.00
11	Communication Strategies for a Virtual Age B3	3	30	40	September 26-28	36,000.00	48,000.00
12	Pantalan Leadership Development Course****	5	30	40	September 26-28	60,000.00	80,000.00
13	GAD Agenda	2	40	50	October 3-5	32,000.00	40,000.00
14	Solving Problems in the Workplace: Creative Problem Solving and Decision Making B3	3	30	40	October 10-12	36,000.00	48,000.00
15	Port Facility Security Officers (PFSO) Course (Station Commander)	4	30	40	October 17-20	48,000.00	64,000.00
16	Workplace Conflict Resolution Training	2	30	40	November 14-15	24,000.00	32,000.00
17	Creating and Leading High Performing Teams (Performance Management) (Performance Management) Head office and Manila Based PMOs	3	20	30	TBD	24,000.00	36,000.00
18	Creating and Leading High Performing Teams (Performance Management) (Luzon Cluster)	3	20	30	TBD	24,000.00	36,000.00
19	Creating and Leading High Performing Teams (Performance Management) (Visayas Cluster)	3	20	30	TBD	24,000.00	36,000.00
20	Creating and Leading High Performing Teams (Performance Management) (Mindanao Cluster)	3	20	30	TBD	24,000.00	36,000.00
TOTAL						748,000.00	984,000.00

TPMD/POTS/PMTS

DFMFD/ELDJA/ANC/Adg. Schedule of Organic Trainings for CY 2023- Catering Services (2nd Sem)