



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-148-2023

Name of Project : **Procurement of Catering Services for CY
2023 PPATI Learning and Development
Programs Budget for Non-Organic Training
Programs (2nd Semester)**

Approved Budget for the Contract : **P104, 000.00**

Deadline for Submission : **July 24, 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 and PhilGeps Registration Number.

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,


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 2023 PPATI LEARNING AND DEVELOPMENT
PROGRAMS AND BUDGET FOR NON-ORGANIC PERSONNEL
(2ND SEMESTER)
(ASD-148-2023)**

I. INTRODUCTION

Based on the approved CY 2023 PPA Training Institute (PPATI) Learning and Development Programs and Budget for Non-organic Personnel and the Annual Procurement Plan, the PPATI has tentatively scheduled various non-organic training programs for the second semester of CY 2023. This terms of reference shall cover all catering services for training 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 the table below:

Course	Tentative Date of Implementation	Target Number of Attendees
Handling of Dangerous Goods - Load/Unload Cargo Transport Units	August 2-3, 2023	25
Handling of Dangerous Goods - In Transport	August 9-10, 2023	25
Handling of Dangerous Goods - Load/Unload from Ships	August 16-17, 2023	25
Livelihood Training for Port workers and Family	September 4, 2023	35
Cargo Checking Course	October 10-12, 2023	25

The training schedule and number of attendees are subject to change per actual conduct of the program.

2. **Food variety.** Food provision shall include the following:
- a. Morning and afternoon snacks
 - b. Lunch
 - i. Rice
 - ii. White/red meat
 - iii. Vegetable dish
 - iv. Dessert
 - v. Iced tea/soft drinks or juice
 - c. Flowing coffee, tea, and water
 - d. Includes HALAL food for Muslim attendees
 - e. Food label per meal
 - f. Standard physical and floral arrangement
 - g. At least two (2) well-trained and uniformed food attendants/staff during session

- h. Silverwares, flatware, cutleries, and glassware
- i. Proposed menu should be of 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 shall be duly signed by an authorized representative and accompanied with the required documentary requirements.
- 2. PPA shall only reply to quotations that provide/comply with the requirements stated in the foregoing.
- 3. PPA, as a government office, shall settle obligations via send-bill arrangement only, which shall be processed within 7-15 working days.

IV. SCHEDULE

Any changes in the schedule thereto shall be communicated to the supplier at least seven (7) working days in advance.

V. BUDGET

The budget estimates for the procurement of catering services for the conduct of training programs for non-organic personnel for the second semester amounted to **ONE HUNDRED FOUR THOUSAND PESOS** (₱104,000.00) ONLY.

Funding shall be chargeable against the approved CY 2023 PPATI Learning and Development Programs and Budget for Non-organic Personnel.


MARYGENE F. MONTENEGRO
Manager, PPA Training Institute

