



REQUEST FOR QUOTATION

The Philippine Ports Authority Bids and Awards Committee for the Procurement of Goods and Consultancy Services (BAC-PGCS) will undertake the Procurement of Catering Services for the Conduct of the Training on Government Procurement Act and its Updates on August 28-30, 2018 per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC): P 90,000.00

DEADLINE FOR SUBMISSION OF QUOTATION: August 20, 2018

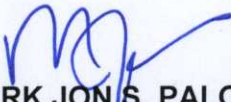
All quotations must be duly-signed and shall be submitted to BAC Office, 5th Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or call/email on the following numbers/addresses:

(02) 336 6516 ppati@ppa.com.ph
ercordova@ppa.com.ph

The required documents such as PhilGEPS Registration, DTI or SEC Registration, Mayor's/Business Permit and Income Tax Return must be submitted after determination by the BAC of the Lowest Calculated and Responsive Quotation.

For further information, please refer to:

BAC Secretariat, Philippines Ports Authority
5th Floor, PPA Bldg., A. Bonifacio Drive,
South Harbor, Port Area, Manila
Telephone/ Fax No. 527-4735
527-8356 to 83 loc 539
PPA Website: www.ppa.com.ph


MARK JON S. PALOMAR
Chairperson, HO-BAC/PGCS

**TERMS OF REFERENCE FOR THE PROCUREMENT OF
CATERING SERVICES FOR THE CONDUCT OF TRAINING GOVERNMENT
PROCUREMENT ACT AND ITS UPDATES**

I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct the "Training on Government Procurement Act and its Updates" on August 28-30, 2018 at the 7th Floor, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila.

The program aims to provide updates on alternative methods of procurement and ensure effective, efficient, economical and ethical operations in their respective areas of responsibility.

II. SCOPE OF SERVICES AND REQUIREMENTS

1. Event is for three (3) days from 8:00 am – 5:00 pm.
2. Catering services good for 75 pax at the rate of Php 400.00/head and provision of the following:
 - AM/PM Snacks and Lunch for three (3) days
 - Free flowing coffee or tea
 - Standard physical and floral arrangement
 - Uniformed food attendants
 - Chinawares, silverwares and utensils
3. Proposed menu should be a variety.
4. Quotations should not exceed the approved budget for meals in the total amount of P 90,000.00 inclusive of applicable government taxes.
5. PPA, as a government office, can settle its obligation via send-bill arrangement only, to be processed within 15-30 working days.

III. PPA RESPONSIBILITIES

1. Implement the workshop, as practicable as possible and mindful of the PPA rules and regulations governing the procurement of a catering service.
2. Pay the Catering Service the package rate agreed upon during the procurement process.

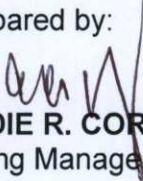
IV. BUDGET

The budget estimates for the procurement of Catering Service for the delivery of Training/Seminar shall be P 90,000.00, inclusive of taxes.

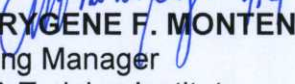
Funding shall be chargeable against the approved CY 2018 PPA Learning and Development Programs.

Any inquiries/ clarification can be coursed through to Mr. Eddie R. Cordova, Acting Manager, of PPATI at (02) 336-6516, 0917-703-1837, or .

Prepared by:


EDDIE R. CORDOVA
Acting Manager, TPMD

Approved by:


MARYGENE F. MONTENEGRO
Acting Manager
PPA Training Institute