



## **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 “Capacity Building for Port Operations Personnel (Terminal Managers) – Marine and Terminal Policies (Visayas Cluster)” per attached Terms of Reference (TOR):

**APPROVED BUDGET FOR THE CONTRACT (ABC): P 62,400.00**

**DEADLINE FOR SUBMISSION OF QUOTATION: August 23, 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 email at the following addresses:

ppati@ppa.com.ph  
rngayramon@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, Philippine Ports Authority  
5th floor, PPA Bldg. A. Bonifacio Drive,  
South Harbor, Port Area, Manila  
Telephone/ Fax No. 527-4735  
527-8357 to 83 loc. 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

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

**TERMS OF REFERENCE FOR THE PROCUREMENT OF  
CATERING SERVICES FOR THE CONDUCT OF THE CAPACITY BUILDING FOR  
PORT OPERATIONS PERSONNEL (TERMINAL MANAGERS) – MARINE AND  
TERMINAL POLICIES (VISAYAS CLUSTER)**

**I. INTRODUCTION**

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct of the “Capacity Building for Port Operations Personnel (Terminal Managers) – Marine and Terminal Policies (Luzon Cluster)” on August 28-30, 2018 at the PPA Head Office, Manila.

The said activity aims to identify and familiarize the participants with port rules, regulations, systems and procedures on vessel operations, pilotage, tug assistance, ancillary services and other related purposes. Also to educate and familiarize PPA Personnel on the updated port terminal policies and regulations.

**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 52 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
  - Purified drinking water
  - Standard physical and floral arrangement
  - Trained and uniformed food attendants
  - Drinking glasses, chinawares, silverwares and utensils
  - Monoblock chairs with cover and tables with linens
  - Elegant skirting for buffet tables with desired color motif
3. Proposed menu should be a variety.
4. Quotations should not exceed the approved budget for meals in the total amount of P 62,400.00 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 seminar, as practicable as possible and mindful of the PPA rules and regulations governing the procurement of a service provider.
2. Pay the Catering Service the package rate agreed upon during the procurement process, through its representative.

#### **IV. BUDGET**

The budget estimates for the procurement of Catering Services for the delivery of Training/Seminar shall be P 62,400.00, 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 TPMD, PPATI at (02) 336-6516 or [ercordova@ppa.com.ph](mailto:ercordova@ppa.com.ph).

Prepared by:

  
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