



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Catering Services for the Conduct of Mandatory Continuing Legal Education**

Approved Budget for the Contract : **P 80,000.00**

Deadline for Submission : **January 27, 2020**

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, Omnibus Sworn Statement and Secretary Certificate/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,

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**

**Seminar on Mandatory Continuing Legal Education
January 28-31, 2020**

I. INTRODUCTION

MCLE is a program mandated by the Supreme Court under Bar Matter No. 850 (2 October 2001) requiring members of the Integrated Bar of the Philippines to undergo Mandatory Continuing Legal Education to ensure that throughout their career, they keep abreast with law and jurisprudence, maintain the ethics of the profession and enhance the standards of the practice of law. (Sec. 1, BM 850).

Bar Matter No. 850 provides the purpose of MCLE which is: "Continuing legal education is required of members of the Integrated Bar of the Philippines (IBP) to ensure that throughout their career, they keep abreast with law and jurisprudence, maintain the ethics of the profession and enhance the standards of the practice of law."

To support the needs of PPA Lawyers in the requirements of IBP, the Human Resource Management Department, will conduct the **Seminar on Mandatory Continuing Legal Education (MCLE)**.

The four (4) day program will provide the needs of PPA lawyers for the continuing education for legal matters equivalent to thirty-six (36) credit units of mandatory continuing legal education (MCLE) mandated by the IBP.

To support the implementation of the program, it is necessary to have a good and reliable catering service that will provide meals. This will defray the difficulty in meals preparation and distribution.

II. SCOPE OF SERVICES AND REQUIREMENTS

1. Event is for four (4) days.
2. The serving type is managed buffet;
3. Quality of food and drinks for fifty (50) pax must be ensured;
4. Catering includes Breakfast and lunch;
5. Menu consist of four (4) viands of meat (beef, chicken, and fish) side dish (soup and veggies), appetizer, dessert or fruits in season, rice, water and juice.
6. Provide adequate staff to set-up the food, utensils and tables;
7. Provide Plates, glasses, spoons, forks, and cutleries
8. Estimated number of participants is based on minimum of 50 participants but may change based on actual number of participants.

III. PPA RESPONSIBILITIES

1. Implement the training program, mindful of the PPA rules and regulations governing the procurement of a service provider.
2. Prepare the payment to the Catering Services for the package rate agreed upon during the procurement process, through their representatives.

IV. REQUIREMENT

1. The prospective provider must submit the following:
 - a. Detailed food quotation
 - b. PhilGeps Registration
 - c. Mayor's Permit or Business Permit

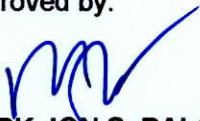
V. BUDGET

The budget estimates for the procurement of Catering Services for the delivery of MCLE Seminar shall be P 80,000.00 inclusive of tax, as follows:

Particulars	No. of Participants	No. of Days	Amount
Catering Services for four (4) days program (to include AM Snack, Lunch and PM Snack)	50 participants, including resource persons, training staff, technical staff, and administrative support staff.	4 days	Php 80,000.00

Funding shall be chargeable against the CY 2020 PPA Learning and Development Programs and Budget

Approved by:



MARK JON S. PALOMAR



RCR/NCB/mjnp- 01152020