



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-035-2025

Name of Project : **Procurement of Food for the Conduct of
GAD and IMS Training Programs for the
Second Semester of CY 2025**

Approved Budget for the Contract : **₱812,000.00**

Deadline for Submission : **August 22, 2025**

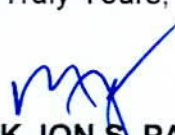
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Income/Business Tax Return and Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney.

Quotations shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th floor 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 FOOD FOR THE CONDUCT OF
GAD AND IMS TRAINING PROGRAMS FOR THE SECOND SEMESTER OF CY 2025
(ASD-035-2025)**

I. INTRODUCTION

Based on the approved CY 2025 PPA Learning and Development Programs and Budget (LDPB), the PPA Training Institute (PPATI), in coordination with the Human Resource Management Department (HRMD), has tentatively scheduled the conduct of various GAD and IMS Training Programs for the second semester of CY 2025. This Terms of Reference shall cover all catering services for the above-mentioned training scheduled from October to December 2025.

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/salad
 - Dessert
 - Iced tea, soft drinks, or juice
- Free flowing coffee/tea, and water;
- Water dispenser with hot and cold temperature selection;
- Food label per meal;
- Standard physical and floral arrangement;
- At least two (2) well-trained and uniformed food attendant/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

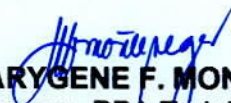
1. All quotations to be submitted must be duly signed by an authorized representative and accompanied with the required documentary requirements.
2. PPA will only reply to quotations that can provide/comply with the requirements stated in the foregoing.
3. PPA, as a government office, can settle obligations 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.

V. Budget

1. Funding shall be chargeable against CY 2025 Learning and Development Programs and Budget.


MARYGENE F. MONTENEGRO
Manager, PPA Training Institute

TPMD/PMTS

DFMF /ANC /nldg.Small_Value_Procurement-CY 2025_GAD|IMS-Catering Services (2nd Sem)

**SCHEDULE OF GAD AND IMS TRAINING PROGRAMS
SECOND SEMESTER OF CY 2025**

NO.	COURSE/TOPICS	# of Days	# of Pax	Target Date
1	Gender Equality wit Orientation on Gender Fair Language Batch 1	1	100	October 14, 2025
2	Gender Equality wit Orientation on Gender Fair Language Batch 2	1	100	October 15, 2025
3	General Orientation and Awareness on ISO 9001:2015; ISO 14001:2015, and ISO 45001:2018 Batch 15	3	50	October 21-23, 2025
4	General Orientation and Awareness on ISO 9001:2015; ISO 14001:2015, and ISO 45001:2018 Batch 16	3	50	November 4-6, 2025
5	General Orientation and Awareness on ISO 9001:2015; ISO 14001:2015, and ISO 45001:2018 Batch 17	3	70	November 11-13, 2025
6	Port Police Annual Strategic Planning	3	38	November 11-13, 2025
7	Effective Risk Based Internal Quality (ISO 19011:2018) for Integrated Management System	3	50	November 18-20, 2025
8	General Orientation and Awareness on ISO 9001:2015; ISO 14001:2015, and ISO 45001:2018 Batch 18	3	50	November 25-27, 2025
9	Orientation on RA 11313 Safe Spaces Act "Bawal Bastos Act" Batch 1	1	100	November 25, 2025
10	Orientation on RA 11313 Safe Spaces Act "Bawal Bastos Act" Batch 2	1	100	November 26, 2025
11	GAD Related Training/Seminar/Breifing/Workshop	2	100	December 3-4, 2025
12	Gad Annual Conference	2	50	December 2025

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]