



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Catering Services for Board Meetings**
Approved Budget for the Contract : **P900,000.00**
Deadline for Submission : **February 19, 2019**

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

Quotations shall be submitted in person to the Property Management Division, 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

CATERING SERVICES FOR BOARD MEETINGS

The Philippine Ports Authority (PPA), thru the Office of the Corporate Board Secretary (OCBS) have scheduled board meetings/functions for CY 2019. This Terms of Reference shall cover catering services for Board Committee and Regular Board Meetings from February to December 2019:

I. SCOPE OF SERVICES

1. **Number of pax per meeting.** The service shall cover meals of pax per meeting, as indicated herein.
2. **Budget per pax.** The budget per person shall not be more than Php750.00.
3. **Food Variation.** Food provision shall include the following:
 - Lunch: Rice
Red Meat (pork or beef)
White Meat (fish or chicken)
Vegetable dish
Beverage
Dessert
 - Buffet Set-up
 - Tables and Chairs with cover
 - Uniformed food attendants
 - China wares and utensils
4. **Approval of Menu selection.** The supplier shall present the proposed menu at least five (5) days before the scheduled event, for approval.
5. **Documentary Requirements** – All quotations to be submitted must be duly signed and accompanied with the following documents:
 - a. Mayor's/Business Permit;
 - b. PhilGeps Registration;
 - c. Income/Business Tax Return; and
 - d. Omnibus Sworn Statement

II. OTHER TERMS AND CONDITIONS:

1. PPA reserves the right to reject any or all quotations at any time prior to the award of the contract, and to accept quotations as maybe considered advantageous to the government.

2. PPA will only reply to quotations that can accommodate the conditions stated in the foregoing.
3. PPA, as a government office, can settle its obligation via send bill option only to be processed within 15-30 days after the event or upon receipt of the complete billing documents.
4. Quotations maybe hand carried to the Property Management Division, Administrative Services Department, Mezzanine Floor, Philippine Ports Authority Head Office, South Harbor, Port Area, Manila.

III. SCHEDULE OF OCBS MEETINGS/FUNCTIONS

- 22 Meetings (1 Board Committee and 1 Regular Board Meeting per Month) @50 pax per Meeting
- 2 Meetings/Function for the Chairman of the Executive Committee/Vice Chairman of the Board of Directors @50 pax per Meeting

Any changes or cancellation of any meeting will be communicated to the supplier at least two (2) days in advance.

IV. BUDGET

The Approved Budget for the catering services is **NINE HUNDRED THOUSAND PESOS (P900,000.00)**, inclusive of surcharge and applicable taxes but shall be paid based on actual services rendered.

Funding shall be chargeable against the PPA Board Representation Expense.