



## 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 Service Provider for the Training on Environmental Impact Assessment on March 5 – 9, 2018, per attached Terms of Reference (TOR):

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

DEADLINE FOR SUBMISSION OF QUOTATION: March 2, 2018

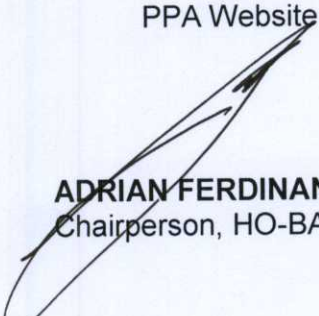
All quotations must be duly-signed and shall be submitted to BAC Office, 5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or call/email on the following numbers/addresses:

(02) 336 6516      ppati@ppa.com.ph  
0917-703-1837      jcpudan@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  
5<sup>th</sup> 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](http://www.ppa.com.ph)

  
**ADRIAN FERDINAND S. SUGAY**  
Chairperson, HO-BAC/PGCS

**TERMS OF REFERENCE FOR THE PROCUREMENT OF  
CATERING SERVICES FOR THE CONDUCT OF THE TRAINING ON  
ENVIRONMENTAL IMPACT ASSESSMENT**

**I. INTRODUCTION**

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct the “Training on Environmental Impact Assessment” on March 5-9, 2018 at the PPA Training Institute.

The program aims to briefly review the importance of planning, the use of appropriate planning tool, and the need to review, modify and even abandon the plan if the actual field conditions differ from the projections. It also aims to cover the development of strategic environmental assessment and its application in the Philippines.

**II. SCOPE OF SERVICES AND REQUIREMENTS**

1. Event is for five (5) days from 8:00 am – 5:00 pm.
2. Catering services good for 35 pax at the rate of Php 400.00/head and provision of the following:
  - AM/PM Snacks and Lunch for five (5) 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. Estimated number of participants is based on minimum of 25 pax but may change based on actual.
5. Quotations should not exceed the approved budget for meals in the total amount of P 90,000.00 inclusive of applicable government taxes.
6. 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 service provider.
2. Pay the Service Provider the package rate agreed upon during the procurement process, through its representative.


#### IV. BUDGET

The budget estimates for the procurement of Catering Service Provider 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. Jovertlee C. Pudan, Training Specialist IV of PPATI at (02) 336-6516, 0917-703-1837, or [jcpudan@ppa.com.ph](mailto:jcpudan@ppa.com.ph).

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PPA Training Institute