



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 Omnibus Rules on Appointments, PRIME-HRM and its Updates" on March 20-22, 2018, per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC): P 54,000.00

DEADLINE FOR SUBMISSION OF QUOTATION: March 9, 2018

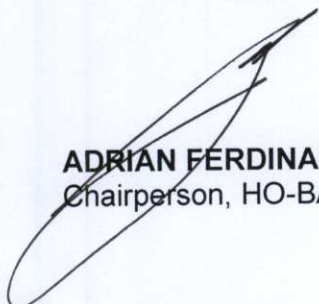
All quotations must be duly-signed and shall be submitted to BAC Office, 5th Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or call/email on the following numbers/addresses:

(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
5th 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


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

**TERMS OF REFERENCE FOR THE PROCUREMENT OF
CATERING SERVICES FOR THE CONDUCT OF THE TRAINING ON OMNIBUS
RULES ON APPOINTMENTS, PRIME-HRM AND ITS UPDATES**

I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct the "Training on Omnibus Rules on Appointments, PRIME-HRM and its Updates" on March 20-22, 2018 at the PPA Head Office located in Bonifacio Drive, South Harbor, Port Area, Manila.

The program aims to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.

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 35 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
 - 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 30 pax but may change based on actual.
5. Quotations should not exceed the approved budget for meals in the total amount of P 54,000.00 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 54,000.00, inclusive of taxes.

Funding shall be chargeable against the approved CY 2018 PPA Learning and Development Programs.

For further details, Mr. Jovertlee C. Pudan can be reached at (02) 336-6516, 0917-703-1837, or jcpudan@ppa.com.ph.

Prepared by:


ARVIN D. DADULO
Division Manager, TPMD 

Approved by:


MARJORIE R. ROLA, Ph. D.
Department Manager
PPA Training Institute