



### 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 "Violence Against Women and Children Seminar", per attached Terms of Reference (TOR), as follows:

Batch No	No. of Pax	No. of Days	Amount
1	100	2	P 80,000.00
2	100	2	P 80,000.00
3	100	2	P 80,000.00
4	100	2	P 80,000.00
TOTAL			P 320,000.00

APPROVED BUDGET FOR THE CONTRACT (ABC): P 320,000.00

DEADLINE FOR SUBMISSION OF QUOTATION: March 7, 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  
VIOLENCE AGAINST WOMEN AND CHILDREN SEMINAR**

**I. INTRODUCTION**

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct of the "Violence Against Women and Children Seminar at the PPA GAD Center, Gate 6, Bonifacio Dr., Port Area, Manila.

<b>Batch No.</b>	<b>Date</b>
1	March 13 – 14
2	March 15 – 16
3	March 22 – 23
4	March 26 – 27

The said activity aims provide full understanding on the salient provision of the R.A. 9262 "Anti-Violence Against Women and their Children Act of 2004" and heighten their awareness on the current issues besetting women and children.

**II. SCOPE OF SERVICES AND REQUIREMENTS**

1. Event is for two (2) days from 8:00 am – 5:00 pm.
2. Catering services good for 100 pax at the rate of Php 400.00/head and provision of the following:
  - AM/PM Snacks and Lunch for two (2) 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 80 pax but may change based on actual.
5. Quotations should not exceed the approved budget for meals in the total amount of P 80,000 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 shall be chargeable against the approved CY 2018 PPA Learning and Development Programs as follows:

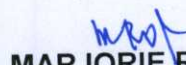
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TOTAL			P 320,000.00

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

Prepared by:

  
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PPA Training Institute