



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Catering Services for Board Meetings CY 2020**

Approved Budget for the Contract : **P1, 000, 000.00**

Deadline for Submission : **March 16, 2020**

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, Omnibus Sworn Statement, Secretary's Certificate/Special Power of Attorney and Income/Business Tax Return.

Quotations shall be submitted in person to the Manager, 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

TERMS OF REFERENCE

PROCUREMENT OF CATERING SERVICES FOR BOARD MEETINGS CY2020 (BAC-PGCS-101-2020)

The Philippine Ports Authority (PPA), through the Office of the Corporate Board Secretary (OCBS) has scheduled board meetings/functions for CY 2020. This Terms of Reference shall cover catering services for Board Committee Meetings, Regular Board Meetings and Board-related functions/meetings from March 2020 to February 2021:

I. Minimum Qualifications of the Caterer

- a. Must have at least two (2) years experienced in catering services for meetings/seminars/workshops and other events in private and/or government agencies;
- b. With valid business and sanitation permit for the operation of catering business;
- c. Food service must be of superior taste; interested bidders shall submit ratings to this effect from at least three (3) agencies/establishments previously catered.
- d. Can provide presentable buffet set-up with the following:
 - Tables and chairs with cover
 - At least three (3) uniformed food attendants
 - China wares and utensils

II. Scope of Services

- a. **Number of persons per meeting** – The service shall cover meals of at least thirty (30) but not more than fifty (50) persons per meeting.

The total number of persons will be communicated to the caterer at least one (1) day before the meeting.

Payment shall be based on the actual number of persons served/services rendered.

- b. **Quotation per person and total budget for the period covered** – The submitted quotation by the caterer/supplier shall indicate both the budget per person and total budget for the period covered.
- c. **Food Variation** – The caterer/supplier must submit at least fifteen (15) different viands (excluding rice and soup).

The menu shall consist of the following:

- Steamed rice
- Viands
 - Pork and/or beef
 - Fish and/or chicken
 - Vegetable
- Soup
- Beverage
- Dessert

The caterer/supplier must be amenable to the approval of the menu selection before the conduct of the meeting.

- d. **Preparation of buffet station** – The buffet station must be fully set-up at least one (1) hour before the scheduled meeting.
- e. **Approval of Menu Selection** – The caterer/supplier must be amenable to present the proposed menu at least five (5) days before the scheduled meeting for approval.
- f. **Number of meetings** – The number of meetings and meals are as follows:

Meeting/Function	Number of Meetings	Number of Persons
Board Committee Meetings	12	At least 30 but not more than 50 persons
Board Meetings	12	
Board-related functions/meetings	4	

The number of meetings are only estimates and may vary.

The caterer/supplier must be amenable to the changes and/or cancellation of any meetings as required and directed by the PPA Board of Directors and/or Management.

- g. The caterer shall ensure the quality of the food to be served, the preparation and timeliness of the buffet set-up, and the tidiness before and after the meeting.

- III. **Meeting Preparations and Details** – The caterer/supplier must be amenable to coordinate with PPA regarding the preparation and details of the meeting.

IV. Other Terms and Conditions

- a. PPA, as a government office, can settle its obligation via send-bill option only to be processed within 15-30 days after the meeting or upon receipt of the complete billing documents.
- b. Interested bidders must categorically state their compliance to all requirements herein, in their respective quotations. Failure to do so shall result to the disqualification the non-compliant bidder.

V. Budget

- a. The Approved Budget for the Contract is Php1,000,000.00, inclusive of all applicable government taxes.
- b. Funding shall be chargeable against OCBS's representation expense.



DANAH S. JARAMILLO
Acting Board Secretary VI
End-user