



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-029-2023

Name of Project : **PROCUREMENT OF CATERING SERVICES
FOR THE CONDUCT OF CY 2023 LEARNING
AND DEVELOPMENT PROGRAMS AND
BUDGET FOR THE FIRST SEMESTER**

Approved Budget for the Contract : **P892,400.00**

Deadline for Submission : **MARCH 22, 2023**


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

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 FOR THE PROCUREMENT OF
CATERING SERVICES FOR THE CONDUCT OF CY 2023 LEARNING AND
DEVELOPMENT PROGRAMS AND BUDGET FOR THE FIRST SEMESTER
(BAC PGS ASD-029-2023)**

I. INTRODUCTION

Based on the approved CY 2023 PPA Learning and Development Programs and Budget and Annual Procurement Plan, the Philippine Ports Authority Training Institute (PPATI), in coordination with the Human Resource Management Department (HRMD), has tentatively scheduled various Organic Training Programs for the first semester of CY 2023. This Terms of Reference shall cover all catering services for trainings scheduled from March to June 2023.

II. SCOPE OF SERVICES AND REQUIREMENTS

1. **Number of training programs and attendees per schedule.** The supplier shall cover meals for the number of attendees per training program, as indicated in Annex A.

The schedule of trainings and number of attendees are subject to change per actual conduct of the program.

2. **Food Variety.** Food provision should include the following:

- AM/PM Snacks;
- Lunch:
 - Rice
 - White/Red meat
 - Vegetable dish
 - Dessert
 - Iced tea/ soft drinks or juice
- Free flowing coffee, tea, and water;
- Includes Halal food for Muslim attendees;
- Food label per meal;
- Standard physical and floral arrangement;
- At least two (2) well-trained and uniformed food attendants/staff during session;
- Silverwares, flatwares, cutleries, and glasswares; and
- Proposed menu should be a variety.

3. **Approval of menu selection.** The supplier shall present the proposed menu at least five (5) days before the scheduled event, for approval.

III. TERMS AND CONDITIONS




1. All quotations to be submitted must be duly signed by an authorized representative and accompanied with the required documentary requirements.
2. PPA will only reply to quotations that can provide/comply with the requirements stated in the foregoing.
3. PPA, as a government office, can settle obligations via send-bill arrangement only, which will be processed within 7-15 working days.

IV. SCHEDULE

The schedule of training programs is attached herewith as Annex A. Any changes thereto will be communicated to the supplier at least seven (7) working days in advance.


MARYGENE F. MONTENEGRO
Manager
PPA Training Institute

TPMD/POTS/PMTS

DFMF /ELDJ /ANC /adg.Small_Value_Procurement-CY 2023 Catering Services (Q1)

**SCHEDULE OF IN-HOUSE TRAINING PROGRAMS
FIRST SEMESTER OF CY 2023**

No.	COURSE/TOPICS	# of	Min. # of	Max. # of	Target	VENUE/PLATFORM	Budget	
		Days	Pax	Pax	Date		MINIMUM	MAXIMUM
First Semester								
1	Port Managers and Media Relations Officers for Information Dissemination Workshop	1	60	70	March	PPA Head Office	24,000.00	28000
2	Basic Course on Port Operations and Management B1	3	90	100	March 21-23	PPA Head Office	108,000.00	120000
3	Annual Emergency Preparedness and Response Teams	2	110	120	March 28-29	PPA Head Office	88,000.00	96000
4	Effective Risk Based Internal Quality (ISO 19011:2018) B1 - QMS	3	32	42	April 12-14	PPA Head Office	38,400.00	50400
5	Effective Risk Based Internal Quality (ISO 19011:2018) B2 - QMS	3	32	42	April 18-20	PPA Head Office	38,400.00	50400
6	Port Facility Security Officers Course & ISPS Code (Batch 1)	4	60	70	April 18-21	PPA Head Office	96,000.00	112000
7	Basic Course on Port Operations and Management B2	3	30	40	April 25-27	PPA Head Office	36,000.00	48000
8	Effective Risk Based Internal Quality (ISO 19011:2018) B1 - IMS	3	18	28	May 3-5	PPA Head Office	21,600.00	33600
9	Basic Incident Command System	5	40	50	May 8-12	PPA Head Office	80,000.00	100000
10	Awareness and Orientation on IMS B1	3	18	28	May 16-18	PPA Head Office	21,600.00	33600
11	Creating and Leading High Performing Teams (Performance Management)	3	10	20	May 16-18	PPA Head Office	12,000.00	24000
12	Awareness and Orientation on QMS B2	3	25	35	June 14-16	PPA Head Office	30,000.00	42000
13	Creating and Leading High Performing Teams (Performance Management)	3	10	20	June 14-16	PPA Head Office	12,000.00	24000
14	Awareness and Orientation on QMS B3	3	32	42	June 26-28	PPA Head Office	38,400.00	50400
15	Quality Customer Relations	2	90	100	June 27-28	PPA Head Office	72,000.00	80000
TOTAL							716,400.00	892,400.00