



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 Hotel/Venue Service Provider for the "Gender Sensitivity Training" and "Gender Mainstreaming Seminar" for the PPA GAD Focal Point System members on April 3-6, 2018, per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC) : Php117,000.00
DEADLINE FOR SUBMISSION OF QUOTATION : April 2, 2018

All quotations must be duly-signed and shall be submitted to BAC Office, 5th Floor, PPA Buiding, Bonifacio Drive, South Harbor, Port Area, Manila or call/emailed at Tel. Nos. (02) 336-6516/3366515/ppati@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, Philippine Ports Authority
5th Floor, PPA Corporate Building
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 VENUE/HOTEL SERVICES FOR THE CONDUCT OF THE GENDER SENSITIVITY TRAINING AND GENDER MAINSTREAMING SEMINAR (NATIONWIDE)

I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs, the PPA Training Institute (PPATI) is scheduled to conduct the Gender Sensitivity Training and "Gender Mainstreaming Seminar" for the PPA GAD Focal Point System members on April 3-6, 2018.

The said activity aims to develop awareness on gender issues among the participants and to propose various strategies in applying their new consciousness in their personal, family and office life, and for them to better appreciate the policy of the national government to mainstream gender in government policies and programs.

II. SCOPE OF SERVICES AND REQUIREMENTS

1. Event is for four (4) days from 8:00 am-5:00 p.m.
2. Catering services good for fifty-two (52) participants, trainers and training staff at the rate of P500.00/head per day and the provision of the following:
 - AM/PM Snacks and Lunch for four (4) days
 - Free flowing coffee or tea
 - Standard physical and floral arrangement
 - Trained and uniformed food attendants
 - Chinawares, silverwares, glasswares and utensils
 - Elegant skirting for the tables and chairs
3. Food for the Fellowship for fifty-two (52) pax at the rate of P250.00/head.
4. Proposed menu should be a variety.
5. Estimated number of participants is based on minimum of 52 pax but may change based on actual.
6. Quotations should not exceed the approved budget for meals in the amount of Php117,000.00 inclusive of applicable government taxes.
7. 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 seminar-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 the Catering Services for the delivery of the above-mentioned programs shall be Php117,000.00 inclusive of taxes.


Funding shall be chargeable against the approved CY 2018 PPA Learning and Development Programs and Budget on Gender and Development (GAD).

Any inquiries/clarification can be coursed through to Mr. Arvin D. Dadulo, Division Manager A of PPATI at (02) 3366515/3366516 or at email address: ppati@ppa.com.ph

Prepared by :


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Approved by:


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

