



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **CATERING SERVICES FOR 2019 BOARD MEETINGS**

Approved Budget for the Contract : **P750,000.00**

Deadline for Submission : **April 8, 2019**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current PhilGeps Registration Number, Mayor's/ Business Permit, Income/Business Tax Return and Omnibus Sworn Statement.

Quotations shall be submitted in person to the Property Management Division, 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. 527-47-35
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

CATERING SERVICES FOR 2019 BOARD MEETINGS

The Philippine Ports Authority (PPA), thru the Office of the Corporate Board Secretary (OCBS) have scheduled board meetings/functions for CY 2019. This Terms of Reference shall cover catering services for Board Committee Meetings, Regular Board Meetings and Board-related functions/meetings from April to December 2019:

I. Minimum Qualifications of the Caterer

- a. Must have at least two (2) years' experience in catering services for meetings/seminars/workshops and other events in the 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 to.
- 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 person per meeting** – The service shall cover meals of at least 30 but not more than 50 persons per meeting.

The total number of persons will be communicated to the caterer at least one (2) 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.

The budget per person shall not be more than PhP750.00.

- c. **Food variation** – The caterer/supplier must submit at least 15 choices for each viand (excluding rice and soup).

The menu shall consist as follows:

- 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 meeting, as indicated in Item II.e.

- d. **Preparation of buffet station** – The buffet station shall be set-up at least one (1) hour before the scheduled lunch of the 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 event 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	9	At least 30 but not more than 50 persons
Board Meetings	9	
Board-related functions/meetings	2	

The number of meetings are only estimates and may vary.

The caterer/supplier must be amenable to the changes and/or cancellation of any meeting as the 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 meals.

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