



**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 : **P 724,400.00**

Deadline for Submission : **APRIL 17, 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  
5<sup>th</sup> 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](http://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/4/ELDJ/4/ANC/4/adg.Small\_Value\_Procurement-CY 2023 Catering Services (Q1)