



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

Name of Project : **Catering Services for the Conduct of CY
2023 Mandatory Continuing Legal Education
(MCLE)**

Approved Budget for the Contract : **P134, 400.00**

Deadline for Submission : **May 05, 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 and PhilGeps Registration Number.

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 MANDATORY CONTINUING LEGAL EDUCATION (MCLE)

I. INTRODUCTION

MCLE is a program mandated by the Supreme Court under Bar Matter No. 850 (02 October 2001) requiring members of the Integrated Bar of the Philippines to undergo Mandatory Continuing Legal Education to ensure that throughout their career, they keep abreast with law and jurisprudence, maintain the ethics of the profession and enhance the standards of the practice of law (Sec. 1, BM 850).

Bar Matter No. 850 provides the purpose of MCLE which is: "Continuing legal education is required of members of the Integrated Bar of the Philippines (IBP) to ensure that throughout their career, they keep abreast with law and jurisprudence, maintain the ethics of the profession and enhance the standards of the practice of law".

Every member of the IBP must complete at least thirty-six (36) credit units of mandatory continuing legal education (MCLE) every three (3) years during the compliance period.

It is stated in the Article VIII, Section 10 of the 6th Collective Negotiation Agreement (CNA) CY 2020 – 2023 that "PPA shall shoulder the expenses for the renewal of the licenses/accreditation required in the performance of the employees' official functions and for their attendance to seminar/s required by appropriate authority for the renewal of said license/accreditation".

To provide the 36-units needed of Lawyers as compliance with the IBP requirement, one needs to be an accredited service provider duly acknowledged by the MCLE Committee and the provider is specifically mandated by law to provide continuing legal education. However, the Philippine Ports Authority does not have the expertise needed to undertake the activity. The need to contract the services of experts from competent service provider is vital.

To support the needs of PPA Lawyers in the requirements of IBP, the Human Resource Management Department, will conduct the **CY 2023 Mandatory Continuing Legal Education (MCLE) Training**.

II. SCOPE OF SERVICES AND REQUIREMENTS

- 1. Number of attendees for CY 2023 Mandatory Continuing Legal Education (MCLE) Training.** The supplier shall cover meals for the number of attendees for the CY 2023 Mandatory Continuing Legal Education (MCLE) Training.

The proposed number of attendees for CY 2023 Mandatory Continuing Legal Education (MCLE) 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
 - Fish/Chicken
 - Drinks
- Proposal is good for sixty five (65) pax with a price of Four Hundred Pesos (Php400.00) per head. Exclusive of 10% service charge.
- Free flowing coffee/juice.
- Lunch shall be served thru managed buffet.
- Catering services is inclusive of complete buffet set-up with waiters, buffet, and dining and cocktail tables and chairs with cover and utensils.

3. **Approval of menu selection.** The supplier shall present the proposed menu 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 quotation 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 the **CY 2023 Mandatory Continuing Legal Education (MCLE) Training** is on **June 5-8, 2023**. Any changes thereto will be communicated to the supplier at least seven (7) working days in advance.


MARIETTA I. GUERRERO
Acting Manager
Human Resource Management Department


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