



## 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 Catering Services for the conduct of Gender Audit Training on June 13-14, 2018, per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC): P 52,000.00

DEADLINE FOR SUBMISSION OF QUOTATION: June 7, 2018

All quotations must be duly-signed and shall be submitted to BAC Office, 5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or email at the following addresses:

[ppati@ppa.com.ph](mailto:ppati@ppa.com.ph)

[fpgonzales@ppa.com.ph](mailto:fpgonzales@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, Philippines Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., 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](http://www.ppa.com.ph)

  
**ADRIAN FERDINAND S. SUGAY**  
Chairperson, HO-BAC/PGCS

# **TERMS OF REFERENCE FOR THE PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF THE GENDER AUDIT TRAINING**

## **I. INTRODUCTION**

Based on the approved CY 2018 PPA Learning and Development Programs and Budget, the PPATI is scheduled to conduct the Gender Audit Training for the officers and members of the PPA Gender and Development Focal Point and Technical Working Group (GAD FP TWG) on June 13-14, 2018 at the PPA GAD Center, Bonifacio Drive, Port Area, Manila.

The program aims to enable participants to identify their perceptions regarding how gender issues are addressed in programming and in internal organizational systems and activities. It also enables the participants to create ongoing gender action planning, and to identify challenges and opportunities for increasing gender skills and organizational equality.

## **II. SCOPE OF SERVICES AND REQUIREMENTS**

1. The training is for two (2) days from 8:00 am – 5:00 pm.
2. Catering services good for 52 pax at the rate of Php 500.00/head and provision of the following:
  - AM/PM Snacks and Lunch for two (2) days
  - Free flowing coffee or tea
  - Standard physical and floral arrangement
  - Uniformed food attendants
  - Chinawares, silverwares and utensils
3. Proposed menu should be a variety.
4. Estimated number of participants is based on minimum of 52 pax but may change based on actual.
5. Quotations should not exceed the approved budget for meals in the total amount of P 52,000.00 inclusive of applicable government taxes.
6. 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 workshop, as practicable as possible and mindful of the PPA rules and regulations governing the procurement of a service provider.
2. Pay the Catering Service the package rate agreed upon during the procurement process, through its representative.


#### IV. BUDGET

The budget estimates for the procurement of Catering Service for the delivery of Training/Seminar shall be P 52,000.00, inclusive of taxes.

Funding shall be chargeable against the approved CY 2018 PPA Learning and Development Programs and Budget.

Any inquiries/ clarification can be coursed through to Ms. Fe P. Gonzales, Training Specialist IV of PPATI at (02) 336-6516, 0917-703-1837, or [fpgonzales@ppa.com.ph](mailto:fpgonzales@ppa.com.ph).

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