



PHILIPPINE
PORTS
AUTHORITY



REQUEST FOR QUOTATION
(Small Value Procurement)

**Procurement of Service Provider for the
Conduct of Trainings and Learning and
Development Seminar-Various
(Retirement/GAD/IMS/HR/Annual
Conference) - (Procurement of Food)**

Name of Project : **Development Seminar-Various
(Retirement/GAD/IMS/HR/Annual
Conference) - (Procurement of Food)**

Approved Budget for the Contract : **₱ 511,500.00**

Deadline for Submission : **June 08, 2026
8:00 a.m. – 5:00 p.m.**

Please quote your best offer/quotation for the items described on the attached Terms of Reference on or before the deadline for submission.

Quotations shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th floor, PPA Corporate Building Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent/submitted thru email or to any other departments/units will not be considered.

You are required to submit the following documents together with your signed quotation/offer:

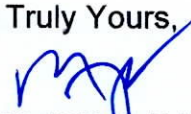
1. Duly signed quotation/offer by the Authorized Representative (with proof of authorization).
2. Valid Business/Mayor's Permit
3. PhilGEPs Registration Number
4. Income/Business Tax Return
5. Duly signed Omnibus Sworn Statement by the authorized representative and duly notarized

Failure to submit the above requirements during the opening of bids is a ground for the disqualification of the bidder.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor PPA Corporate Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone No. 7954-8800/8405-5500/
8527-8356 to 83 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
SERVICE PROVIDER FOR THE CONDUCT OF TRAININGS AND LEARNING AND
DEVELOPMENT SEMINAR-VARIOUS (RETIREMENT/GAD/IMS/HR/ANNUAL
CONFERENCE) - (PROCUREMENT OF FOOD)**

I. INTRODUCTION

Based on the approved CY 2026 PPA Learning and Development Programs and Budget (LDPB), the PPA Training Institute (PPATI), in coordination with the Human Resource Management Department (HRMD), has tentatively scheduled the conduct of various Gender and Development (GAD) and Integrated Management System (IMS) Training Programs for CY 2026. This Terms of Reference shall cover all catering services for the training scheduled in CY 2026.

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 specified for each training program, as indicated in Annex A.

The schedule of trainings and the number of attendees is subject to change per actual conduct of the program. Regardless of the approved number of participants, the supplier shall follow the scope of services and requirements outlined in the TOR.

2. **Food Variety.** Food provision should include the following:

- AM/PM Snacks;
- Buffet Style Lunch:
 - Rice
 - Red/White meat
 - Seafood
 - Vegetable dish/salad
 - Dessert
 - Iced tea, soft drinks, or juice
- Free-flowing coffee/tea, and water;
- Water dispenser with hot and cold temperature selection;
- 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.

Food portions shall be sufficient for all confirmed participants, with allowance for a reasonable buffer. No early depletion of menu items is permitted.

3. **Approval of menu selection.** The supplier shall present the proposed menu at least five (5) days before the scheduled event for approval.
4. **Food Safety and Sanitation.** The supplier shall adhere to all relevant food safety and sanitation regulations. Food handlers must maintain proper hygiene at all times. Food shall be freshly prepared and managed according to standard food safety procedures.
5. **Timeliness of Service.** Meals and snacks must be delivered and set up at least 30 minutes prior to the scheduled serving time.
6. **Use of Sustainable Materials.** In compliance with **PPA Memorandum Circular No. 11-2021**, the use of unnecessary single-use plastic products is strictly prohibited. The Catering Service Provider shall utilize reusable, biodegradable, compostable, or other environmentally sustainable alternatives.

III. TERMS AND CONDITIONS

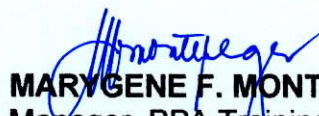
1. All quotations to be submitted must be duly signed by an authorized representative and accompanied by the required documentary requirements.
2. All suppliers shall submit copies of Performance Evaluation Sheet (PES) with a passing score within the last two years. Suppliers with prior contracts with the Authority are required to submit the signed PPA PES form.
3. PPA will only reply to quotations that can provide/comply with the requirements stated in the foregoing.
4. 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.

V. BUDGET

Funding shall be chargeable against CY 2026 Learning and Development Programs and Budget.


MARYGENE F. MONTENEGRO
Manager, PPA Training Institute

ANNEX A**SCHEDULE OF GENDER AND DEVELOPMENT AND
INTEGRATED MANAGEMENT SYSTEM TRAINING PROGRAMS FOR CY 2026**

No.	COURSE/TOPICS	# of Days	# of Pax	Target Date
GENDER AND DEVELOPMENT PROGRAMS				
1	Workshop on GMEF Batch 2	2	50	June 22-23, 2026
2	Gender Analysis Batch 2	2	50	September 15-16, 2026
3	Conduct of Review and Report on Accomplishment of GAD Related Targets, Batch 1	2	50	October 6-7, 2026
INTEGRATED MANAGEMENT SYSTEM TRAINING PROGRAMS				
4	Work Environment Measurement Training (WEMT) Batch 1	3	48	August 11-13, 2026
5	Work Environment Measurement Training (WEMT) Batch 3	3	53	September 22-24, 2026
6	Hazard Identification, Risk Assessment and Determining Control (HIRADC) and Aspect Impact Identification and Assessment HO - Batch 1	3	30	October 20-22, 2026
7	Hazard Identification, Risk Assessment and Determining Control (HIRADC) and Aspect Impact Identification and Assessment HO - Batch 2	3	30	October 27-29, 2026
8	Hazard Identification, Risk Assessment and Determining Control (HIRADC) and Aspect Impact Identification and Assessment HO - Batch 3	3	50	November 17-19, 2026
9	Hazard Identification, Risk Assessment and Determining Control (HIRADC) and Aspect Impact Identification and Assessment HO - Batch 4	3	30	November 24-26, 2026

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and with residence at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [Address of Bidder];
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [Address of Bidder];
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of [Name of Bidder] with office address at [Address of Bidder];

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity] [insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative];
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney for authorized representative;

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations:* [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
- *In case of Foreign Bidders:* [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. [Name of Bidder] complies with existing labor laws and standards; and
9. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].
10. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
11. In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. ____.

WITNESS MY HAND AND SEAL this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.