



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
**BAC-PGCS-011-2022**

Name of Project : **PROCUREMENT OF CATERING  
SERVICE FOR THE PORT EXECUTIVES'  
CONFERENCE 2022**

Approved Budget for the Contract : **P60,400.00**

Deadline for Submission : **June 20, 2022**

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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  
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,

*fr:*   
**MARK JON S. PALOMAR**  
Chairperson, Bids and Awards Committee  
Procurement of Goods and Consultancy Services



## TERMS OF REFERENCE

**Name of Project :** Procurement of Catering Service for the Port Executives' Conference 2022

**Approved Budget for the Contract :** Php60,400.00

**Date of Event :** June 22, 2022

**Requirements :**

1. Meals must be good for 60 pax plus 10% buffer.
2. Meal Requirements:
  - *Managed Buffet Breakfast* (1 beef or pork or chicken, 1 fish, fried egg, garlic rice, bread, fruits in season, juice and coffee).  
Serving Time: 6:30 AM
  - *Plated AM Snacks* (heavy snacks with juice and coffee)  
Serving Time: 9:30 AM
  - *Managed Buffet Lunch* (1 beef or pork, 1 chicken, 1 fish, 1 vegetable, soup, salad, steamed rice, dessert, iced tea)  
Serving Time: 12:00 NN
  - Complete set-up of buffet with waiters, tables and chairs with cover and utensils for 60 pax
3. Quotations must not exceed the ABC which is Php60,400.000. Quotations that will exceed the ABC will be automatically rejected.
4. Amount stated in the Proposed Quotation must be inclusive of applicable government taxes.
5. Quotations may either be hand-carried or sent thru email (erpestilon@ppa.com.ph). Quotations sent to any other department or email address will not be considered.
6. PPA reserves the right to reject any or all quotations at any time prior to award of Contract, and to accept quotations as may be considered advantageous to the government.

7. PPA will only reply to Quotations that can accommodate the requirements stated in the foregoing.
8. PPA as a government office will settle its obligation within fifteen (15) working days upon receipt of Billing Statement.

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**ANGELINA A. LLOSE**  
Manager, Corporate Planning Department  
End-User