



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-032-2025

Name of Project : **Procurement of Food for the Conduct of In-House Training Programs for the Second Semester of CY 2025.**

Approved Budget for the Contract : **₱ 952,000.00**

Deadline for Submission : **June 26, 2025**

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/Special Power of Attorney.

Quotations shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th floor 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,

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

**TERMS OF REFERENCE FOR THE PROCUREMENT OF FOOD FOR THE CONDUCT OF
IN-HOUSE TRAINING PROGRAMS FOR THE SECOND SEMESTER OF CY 2025
(ASD-032-2025)**

I. INTRODUCTION

Based on the approved CY 2025 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 In-House Training Programs for the second semester of CY 2025. This Terms of Reference shall cover all catering services for the above-mentioned training scheduled from July to December 2025.

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/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 attendant/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

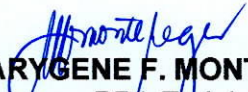
1. All quotations to be submitted must be duly signed by an authorized representative and accompanied with the required documentary requirements.
2. PPA will only reply to quotations that can provide/comply with the requirements stated in the foregoing.
3. PPA, as a government office, can settle obligations 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.

V. Budget

1. Funding shall be chargeable against CY 2025 Learning and Development Programs and Budget.


MARYGENE F. MONTENEGRO
Manager, PPA Training Institute

TPMD/POTS/PMTS

DFMF  /DAS  /ANC  /nldg.Small_Value_Procurement-CY 2025_In-House-Catering Services (2nd Sem)

Annex A

SCHEDULE OF IN-HOUSE TRAINING PROGRAMS
SECONDS SEMESTER OF CY 2025

No.	Course/Topics	No. of Days	No. of Pax	Target Date
1	Problem Solving and Decision Making Training Batch 1	2	50	July 2-3, 2025
2	Port Managers and Media Relations Officer for Information Dissemination Workshop	2	70	July 9-10, 2025
3	Training on Results Based Monitoring and Evaluation Batch 1	3	50	July 15-17, 2025
4	Cash and Financial Management Training Batch 1	2	50	July 22-23, 2025
5	Problem Solving and Decision Making Training Batch 2	2	50	July 29-30, 2025
6	Cash and Financial Management Training Batch 2	2	50	August 12-13, 2025
7	Conflict Resolution Training Batch 1	2	50	September 2-3, 2025
8	Public Private Partnership Feasibility and Contract Batch 2	2	70	September 5-6, 2025
9	Maritime Security Auditors Training Batch 1	8	20	September 8-17, 2025
10	Conflict Resolution Training Batch 2	2	50	September 9-10, 2025
11	Training on Results Based Monitoring and Evaluation Batch 2	3	50	September 16-18, 2025
12	Maritime Security Auditors Training Batch 2	8	20	September 29 - October 8, 2025
13	Hybrid Awareness on Mental Health	2	70	October 7-8, 2025
14	Port Facility Security Officers Course & ISPS Code	5	30	October 27-31, 2025
15	Port Police Annual Strategic Planning	3	38	November 11-13, 2025