



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-033-2023

Name of Project : **PROCUREMENT OF CATERING SERVICES
FOR THE CONDUCT OF EFFECTIVE
PUBLIC RELATIONS AND DIGITAL MEDIA
CONTENT CREATION WORKSHOP FOR
PORT MANAGERS AND MEDIA
RELATIONS OFFICERS**

Approved Budget for the Contract : **P57,600.00**

Deadline for Submission : **June 29, 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

**TERMS OF REFERENCE FOR THE PROCUREMENT OF
CATERING SERVICES FOR THE CONDUCT OF EFFECTIVE PUBLIC RELATIONS AND
DIGITAL MEDIA CONTENT CREATION WORKSHOP FOR PORT MANAGERS AND
MEDIA RELATIONS OFFICERS
(ASD-029-2023)**

I. INTRODUCTION

The Philippine Ports Authority Training Institute (PPATI), in coordination with the Human Resource Management Department (HRMD) and Corporate Communications Staff (CCS), has scheduled the conduct of **Effective Public Relations and Digital Media Content Creation Workshop for Port Managers and Media Relations Officers**. This Terms of Reference shall cover the catering services for the workshop scheduled on **July 12-13, 2023**, at the 7th Floor, Function Room, PPA Corporate Building, South Harbor, Port Area, Manila.

The said workshop is designed for media relations officers and port managers to gain skills in public relation and information dissemination through discussions and workshops. It also contains topics and activities that aim to improve the skills of participants in digital media creation using mobile devices.

II. SCOPE OF SERVICES AND REQUIREMENTS

1. **Number of attendees.** The supplier shall cover meals for seventy-two (72) attendees.

The number of attendees is 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
 - Dessert
 - Iced tea/ soft drinks or juice
- Free flowing coffee, tea, and water;
- Includes Halal food for Muslim attendees;
- 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.

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

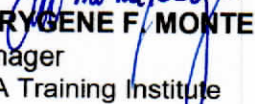
1. All quotations to be submitted must be duly signed by an authorized representative and accompanied with the required documentary requirements.
2. PPA will only reply to quotations that can provide/comply with the requirements stated in the foregoing.
3. PPA, as a government office, can settle obligations via send-bill arrangement only, which will be processed within 7-15 working days.

IV. SCHEDULE

The schedule of the training program is on July 12-13, 2023. Any changes thereto will be communicated to the supplier at least seven (7) working days in advance.

V. BUDGET

1. The approved budget for the food during the training is **P57,600.00**.
2. Funding shall be chargeable against CY 2023 Learning and Development Programs and Budget.


MARYGENE F. MONTENEGRO
Manager
PPA Training Institute