

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 the Gender Analysis Training and GAD Planning and Budgeting on May 15 - 18, 2018, per attached Terms of Reference

APPROVED BUDGET FOR THE CONTRACT (ABC): P 89,600.00

DEADLINE FOR SUBMISSION OF QUOTATION: May 14, 2018

All quotations must be duly-signed and shall be submitted to BAC Office, 5th Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or call/email on the (02) 336 6516

ppati@ppa.com.ph ercordova@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 5th 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

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

TERMS OF REFERENCE FOR THE PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF THE GENDER SENSITIVITY TRAINING

I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct the "Gender Analysis Training" on May 15-16, 2018 and "GAD Planning and Budgeting" on May 17-18, 2018 at the PPA GAD Center.

The program aims to capacitate members of the GAD Focal Point System to enable to perform their roles in providing technical assistance to offices or units within their agency on the preparation of the Gender and Development (GAD) Plan and Budget. This also intends to aid the agency in crafting its GAD Plan that supports programs and projects that bring improvements not only to the lives of PPA's employees but also to the port community which involves cargo handling operators, port users and other PPA stakeholder.

II. SCOPE OF SERVICES AND REQUIREMENTS

- 1. Event is for four (4) days from 8:00 am 5:00 pm.
- Catering services good for 56 pax at the rate of Php 400.00/head and provision of the following:
 - AM/PM Snacks and Lunch for two (4) 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 40 pax but may change based on actual.
- 5. Quotations should not exceed the approved budget for meals in the total amount of P 89,600.00 inclusive of applicable government taxes.
- 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

- 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 Service Provider the package rate agreed upon during the procurement process.

IV. BUDGET

The budget estimates for the procurement of Catering Service for the delivery of Training/Seminar shall be P 89,600.00, inclusive of taxes.

TRAINING Gender Analysis Training	AMOUNT
GAD Planning and Budgeting	P 44,800
	P 44,800
TOTAL	P 89,600

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

Any inquiries/ clarification can be coursed through to Mr. Eddie R. Cordova, Acting Manager, TPMD of PPATI at (02) 336-6516, or ercordova@ppa.com.ph

Prepared by:

EDDIE R. CORDOVA Acting Manager, TPMD

Approved by:

MARJORIE R. ROLA, Ph. D. Department Manager

PPA Training Institute



May 4, 2018

MEMORANDUM

FOR

The Chairperson, BAC-PGCS

THRU

The Head, BAC Secretariat

FROM

The Manager, PPATI

SUBJECT

REQUEST FOR SMALL VALUE PROCUREMENT

Based on the approved CY 2018 PPA Learning and Development Programs, we have scheduled the conduct of the following programs:

PROGRAM	VENUE	DATE
Gender Analysis Training	PPA GAD Center	May 15 – 16, 2018
GAD Planning and Budgeting	PPA GAD Center	May 17 – 18, 2018

In this connection, may we respectfully request the BAC-PGCS for the procurement of Catering Service Provider for the said program.

Attached are the TOR, PR and the BUR for your reference.

For your consideration.

Thank you.

MARJORIE R. ROLA, Ph. D.

Encls: As Stated

	PHILIPPINE PORTS AUTHORITY		
	PPA Building, Bonifacio Drive, Port Area, Ma	enilo	
	BUDGET UTILIZATION REQUEST (BUR)	arilla	
Payee:			No.
Responsibility	Particulars		
Center	i aiuculars	Object Code	Amount
PPATI	For the man		
	For the procurement of catering services re conduct of Gender Analysis Training to be conducted on Manual Conduct of Gender	1100-H4040-	
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	May 17-18,2018 amounting to Data and Budgeting on	64030200	
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PURCHASE REQUEST

PHILIPPINE PORTS AUTHORITY

Department: PPA Training Institutre_HO PR No.: HO-26071-18 Section: Date: 07-MAY-18 Stock No. Unit Item Description **Estimated Unit Estimated Total** Quantity Cost Cost NPS-PPA435 SET AM/PM Snacks and Lunch x 4 Days 56.00 1.00 56.00

Total - PPA Training Institutre_HO

56.00

Purpose:

For the procurement of catering services for the conduct of Gender Analysis Training scheduled on May 15-16, 2018 and GAD Planning and Budgeting on May 17-18, 2018 at PPA Head Office.

Requested By:

Signature: Printed Name: Designation:

Kriselle Maika Factor Padul

PR Preparer

Approved By:

Marjorie R. Rola , Ph.D. PR Approver

PURCHASE REQUEST

PHILIPPINE PORTS AUTHORITY

Department: PPA Training Institutre_HO Section: PR No.: HO-25986-18 Date: 02-MAY-18 Stock No. Unit Item Description Estimated Unit Quantity Estimated Total Cost NPS-PPA435 SET Cost AM/PM Snacks x 4 days 52.00 1.00 Total - PPA Training Institutre_HO 52.00 52.00 Purpose: For the procurement of catering services for the conduct of the Gender Analysis Training scheduled on May 15-16, 2018 and GAD Planning and Budgeting on May 17-18, 2018 at PPA Head Office. Requested By: Approved By: Signature: Marjorie R. Rola Ph.0.
PR Approver Printed Name: Kriselle Maika Factor Padul Designation: PR Preparer & W may 7, 2018 ma'am, Good afternoon! For cancellation due to change in Thank you yo. Franz

PHILIPPINE PORTS AUTHORITY TRAINING INSTITUTE

GENDER ANALYSIS TRAINING May 15-16, 2018 PPA GAD Center

ESTIMATED BUDGET

Food		t	and Budge	nent Programs	Chargeable against CY 2018 Learning and Development Programs and Budget
## RATE NO. OF NO. OF PAX DAYS/HRS 400.00 52 2 2 400.00 4 2 2 400.00 4 2 400.00 4 2 400.00 4 2 400.00 4 2 400.00 4 2 400.00 4 2 400.00 4 4 400.00 4 4 4 4 4 4 4 4 4	44,800.00				Charmoth
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RATE NO. OF NO. OF PAX DAYS/HRS		S	4	400.00	
PARTICULARS RATE PAX DAYS/HRS	41.600.00	2	52	400.00	- Resource Person Training Constitution
PARTICULARS RATE NO. OF NO. OF PAX DAYS/HRS				100 00	- Participants
PARTICULARS RATE NO. OF NO. OF NO. OF		07101110			. F000
	TOTAL	NO. OF	PAX	RATE	PARTICULARS

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PHILIPPINE PORTS AUTHORITY TRAINING INSTITUTE

GAD PLANNING AND BUDGETING May 17-18, 2018 PPA GAD Center

ESTIMATED BUDGET

	<i>†</i>	s and Budge	ment Programs	
-)	Citargeable against CY 2018 Learning and Development Programs and Birdant
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				TOTAL
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1			400 00	Livesource merson. I raining Coordinator and
41 600 0	2	52	400.00	- Resource Descour
				- Participants
-	DAYS/HRS	PAX		1. Food
TOTAL	NO. OF	NO. OF	RATE	PARTICULARS

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