



## **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 Service for the training on Omnibus Rules on Appointments and Other Human Resource Actions, Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and its Updates on July 16-18, 2018, per attached Terms of Reference (TOR):

**APPROVED BUDGET FOR THE CONTRACT (ABC): P 82,800.00**

**DEADLINE FOR SUBMISSION OF QUOTATION: July 11, 2018**

All quotations must be duly-signed and shall be submitted to BAC Office, 5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or call/email on the following numbers/addresses:

(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  
5<sup>th</sup> 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](http://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 TRAINING ON  
OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE  
ACTIONS, PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND  
EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME-HRM) AND ITS  
UPDATES**

**I. INTRODUCTION**

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct the training on "Omnibus Rules on Appointments and Other Human Resource Actions, Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and its Updates" on July 16-18, 2018 at the PPA Head Office.

The program aims to provide standards in implementing a recruitment and selection system that significantly contribute to the attainment of respective mandates and goals. It also aims to establish a system that is characterized by strict observance of the merit and fitness in the selection/promotion of employees for appointment to positions in the career service in all levels and create equal opportunities for employment for all, without unlawful discrimination on account of on account of gender age, sex, sexual orientation and gender identity civil status, disability, religion, ethnicity, or political view.

**II. SCOPE OF SERVICES AND REQUIREMENTS**

1. Event is for three (3) days from 8:00 am – 5:00 pm.
2. Catering services good for 69 pax at the rate of Php 400.00/head and provision of the following:
  - AM/PM Snacks and Lunch for three (3) days
  - Free flowing coffee or tea
  - Purified drinking water
  - Standard physical and floral arrangement
  - Trained and uniformed food attendants
  - Drinking glasses, chinawares, silverwares and utensils
  - Monoblock chairs with cover and tables with linens
  - Elegant skirting for buffet tables with desired color motif
3. Proposed menu should be a variety.
4. Estimated number of participants is based on minimum of 59 pax but may change based on actual.
5. Quotations should not exceed the approved budget for meals in the total amount of P 82,800.00 inclusive of applicable government taxes.
6. 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

1. 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 Catering Service the package rate agreed upon during the procurement process, through its representative.

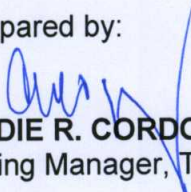
### IV. BUDGET

The budget estimates for the procurement of Catering Services for the delivery of Training/Seminar shall be P 82,800.00, inclusive of taxes.

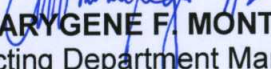
Funding shall be chargeable against the approved CY 2018 PPA Learning and Development Programs.

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

Prepared by:

  
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Approved by:

  
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