



REQUEST FOR QUOTATION

Company : Philippine Ports Authority
 Bonifacio Drive, South Harbor, Port Area, Manila

Event : Competency-based Human Resource System
 Seminar/Training

Venue : Executive Lounge, 7th Floor, PPA Corporate Building
 South Harbor, Port Area, Manila

Requirement :

1. Catering Services
2. Program details and Budget

Training Program	Date	No Pax	Approved Training Budget
Competency Modeling and Profiling	August 1-3, 2018	45	₱ 54,000.00

3. Managed Buffet (AM Coffee break, Lunch, PM coffee break)
4. To provide the following:
 - Elegant skirting for buffet table with desired color motif
 - Chairs with seat-covers and round tables with flower centerpiece
 - Trained and uniformed staff and waiters
 - Drinking glasses, chinaware, silverware, goblets & cutleries
 - Purified drinking water, juice, and ice for beverages
5. Quotations should not exceed the Approved Budget for Contract (ABC), **FIFTY-FOUR THOUSAND PESOS ONLY (₱54,000.00)** inclusive of applicable government taxes.
6. All quotations to be submitted must be duly-signed and accompanied with the following documents:
 - a. PhilGEPS Registration
 - b. DTI or SEC Registration
 - c. Mayor's Permit or Business Permits
 - d. Omnibus

7. 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.
8. PPA will only reply to quotations that can accommodate the requirements stated in the foregoing.
9. PPA, as a government office, can settle its obligation via send-bill option only, processed within 15-30 working days after the date of the event.
10. Quotations may be hand-carried to the Human Resource Management Department (HRMD) 3rd Floor, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila on or before 5:00 pm of July 20, 2018.
11. For further information, you may contact Ms. Marie Melanie Q. Valdez at telefax no. 527-64-38 or at cpms.hrmd@gmail.com.

ADRIAN FERDINAND S. SUGAY
Chairperson
HO-BAC-PGCS
Philippine Ports Authority



**TERMS OF REFERENCE
PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF
MANAGEMENT COMPETENCY BASED HR SYSTEM SEMINAR/TRAINING CY 2018**

1. BACKGROUND

The Human Resource Management Department in fulfillment of its commitment in implementing the Management Succession Program will conduct the Competency-based Human Resource System Seminar as detailed below. To support the program, and to alleviate the need of participants to look for a place to eat during major breaks, it is necessary to have a good and reliable catering service that will provide meals. This defrays our difficulty in meal preparation and distribution.

Training Program	Tentative Schedule	No. of Participant	Cost
Competency Modeling and Profiling	August 1-3, 2018	45 pax	₱54,000.00

2. PROJECT DESCRIPTION

2.1 Project Duration

The catering services shall cover the tentative schedule on Aug. 1-3, 2018.

2.2 Scope of Services

- 2.2.1 The catering service provider is expected to ingress at least one (1) hour before the program;
- 2.2.2 Ensure quality of foods and drinks for forty-five (45) participants;
- 2.2.3 The serving type is managed buffet. Menu consists of three (3) viands of meat (beef, chicken, and fish), 2 side dishes (soup and sauté), rice, desert, water/juice and flowing coffee;
- 2.2.4 Trained staff/waiters for the assistance in distribution of foods and drinks;
- 2.2.5 Elegant skirting for buffet table with desired color motif;
- 2.2.6 Chairs with seat-covers and round tables with flower centerpieces; and
- 2.2.7 Drinking glasses, chinaware, goblets & cutleries.

3. QUALIFICATIONS

The required qualifications of the caterer are presented below:

- 3.2.1 Knowledgeable in food safety - for legal purposes, knows how to serve and prepare food safely and in hair protect the customers and prevents illness;

- 3.2.2 Caterers need to have ability to manage others. Those who run their own businesses need to be able to hire talented and skilled staff, including cooks and waiters;
- 3.2.3 Ability to work with the public. Keeping clients happy is an essential part of the job; and
- 3.2.4 Having good organizational skills, to work under pressure, energetic, strong communication skills, responsible and trustworthy.

4. Payment

Payment will be processed for issuance of BUR/DV and Check upon submission and acceptance of service and original invoice with the following documents:

- PhilGEPS Registration
- DTI or SEC Registration
- Mayor's Permits or Business Permits

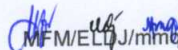
5. BUDGET

The budget estimates for the procurement of caterer to deliver the foods for the above-cited training programs amounted to **FIFTY-FOUR THOUSAND PESOS ONLY (P54,000.00)** inclusive of VAT.

Funding shall be chargeable against the PPA-Approved Learning and Development Programs and Budget Funds CY 2018.



MARK JON S. PALOMAR
Manager
Human Resource Management Department


MF/M/EL/J/mmqv07052018