



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-033-2025

Name of Project : **Procurement of Meals for the Conduct of Leadership Progression Program: Thinking Strategically and Creatively.**

Approved Budget for the Contract : **P 100,000.00**

Deadline for Submission : **July 18, 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 and Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney.

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,

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

**TERMS OF REFERENCE FOR THE PROCUREMENT OF MEALS FOR THE CONDUCT
OF LEADERSHIP PROGRESSION PROGRAM: THINKING STRATEGICALLY AND
CREATIVELY
(ASD-033-2025)**

I. INTRODUCTION

Based on the approved CY 2025 PPA Learning and Development Programs and Budget (LDPB), the PPATI has tentatively scheduled the conduct of the Leadership Progression Program: Thinking Strategically and Creatively Training on the following schedule:

TITLE	VENUE	TENTATIVE NO. OF PARTICIPANTS	TENTATIVE DATE
Thinking Strategically and Creatively Training Batch 1	PPATI Training Room	50	July 30 to 31, 2025
Thinking Strategically and Creatively Training Batch 2	PPATI Training Room	50	August 12 to 13, 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 Item I.

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.

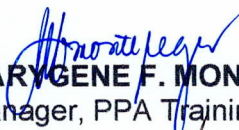
2. Philippine Ports Authority (PPA) will only reply to quotations that can provide/comply with the requirements stated in the foregoing.
3. PPA, as a government office, can settle obligations via send-bill arrangement only, which will be processed within 7-15 working days.

IV. SCHEDULE

Any changes in the schedule indicated in Item I will be communicated to the supplier at least seven (7) working days in advance.

V. Budget

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


MARYGENE F. MONTENEGRO
Manager, PPA Training Institute

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