



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Catering Services for Lean Management Seminar (Batch 2-4)**

Approved Budget for the Contract : **P 180,000.00**

Deadline for Submission : **July 19, 2019**

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.

Quotations shall be submitted in person to the Property Management Division, 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,

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

**TERMS OF REFERENCE
PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF
LEAN MANAGEMENT**

1. BACKGROUND

The Human Resource Management Department, in fulfillment of its commitment in implementing the Succession Development Program will conduct the Lean Management Course for the leadership pipeline.

The course aims to enhance the participants understanding of the underlying concepts of business/work ethics which are relevant to the contemporary business environment. It also aims to foster among the participants the importance of eliminating factors that contribute to waste - time and develop steps that creates value for customers

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 meals preparation and distribution.

Training Program	Batch	No.of Participants	Cost
Lean Management	2	50 pax/batch	₱60,000.00
	3		₱60,000.00
	4		₱60,000.00
	TOTAL CONTRACT PRICE		₱180,000.00

2. SCOPE OF WORK

2.1 Duration

2.1.1 The catering services shall cover three (3) batches to be conducted within four (4) months with tentative schedules as follow:

2.1.1.a July 23-25, 2019

2.1.1.b August 6-8, 2019

2.1.1.c September 17-19,2019

2.2 Scope of Services

2.2.1 The serving type is managed buffet;

2.2.2 Quality of food and drinks for fifty (50) pax must be ensured;

2.2.3 Catering service includes AM and PM snacks with lunch.

2.2.4 Menu consists of five (5) viands of meat (beef, pork, chicken and fish), side dish (soup and veggies), appetizer, dessert or fruits in season, rice, water and juice.

2.2.5 Ingress time is at least an hour before the program.

2.3 Provision of the following:

2.3.1 Adequate staff to set-up the food, utensils and tables;

2.3.2 Plates, glasses, spoons, forks and cutleries to be used during the activity;

2.3.3 Chairs with seat covers and round tables with flower centerpieces

2.3.4 Trained waiters for distribution of food and drinks

3. REQUIREMENTS

The prospective provider must submit the following:

- 3.2.1 Detailed food line-up (Quotation/Menu);
- 3.2.2 PhilGeps Registration; and
- 3.2.3 Mayor's Permit or Business Permit

4. MINIMUM QUALIFICATION

- 4.1.1 With at least 5 years experience as food provider in the government sector
- 4.1.2 Must consistently obtained positive feedback as food provider
- 4.1.3 Must be flexible in handling inevitable circumstances that may occur.

5. PAYMENT

Payment will be processed for issuance of BUR/DV and Check upon receipt of complete billing requirements from service provider.

6. BUDGET ALLOCATION

The budget estimates for the procurement of catering services for the **Lean Management** amounted to **ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (P180,000.00)**, inclusive of VAT.

Funding shall be chargeable against the PPA-approved CY 2019 Learning and Development Programs and Budget.



RAPHAEL C. RAYMUNDO
Acting Division Manager
Career Development Division