



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 “Capacity Building for Port Operations Personnel (Terminal Managers) – Marine and Terminal Policies (Luzon Cluster)” per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC): P 75,600.00

DEADLINE FOR SUBMISSION OF QUOTATION: July 23, 2018

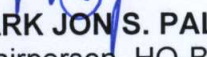
All quotations must be duly-signed and shall be submitted to BAC Office, 5th Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or email at the following addresses:

ppati@ppa.com.ph
rngayramon@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, Philippine Ports Authority
5th floor, PPA Bldg. A. Bonifacio Drive,
South Harbor, Port Area, Manila
Telephone/ Fax No. 527-4735
527-8357 to 83 loc. 539
PPA Website: www.ppa.com.ph


MARK JON S. PALOMAR
Chairperson, HO-BAC-EP/PGCS

**TERMS OF REFERENCE FOR THE PROCUREMENT OF
CATERING SERVICES FOR THE CONDUCT OF THE CAPACITY BUILDING FOR
PORT OPERATIONS PERSONNEL (TERMINAL MANAGERS) – MARINE AND
TERMINAL POLICIES (LUZON CLUSTER)**

I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct of the “Capacity Building for Port Operations Personnel (Terminal Managers) – Marine and Terminal Policies (Luzon Cluster)” on July 24-26, 2018 at the PPA Head Office, Manila.

The said activity aims to identify and familiarize the participants with port rules, regulations, systems and procedures on vessel operations, pilotage, tug assistance, ancillary services and other related purposes. Also to educate and familiarize PPA Personnel on the updated port terminal policies and regulations.

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 63 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
 - 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 53 pax but may change based on actual.
5. Quotations should not exceed the approved budget for meals in the total amount of P 75,600.00 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 seminar, 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 75,600.00, 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. Regner N. Gayramon, Acting Training Specialist IV of PPATI at (02) 336-6516, 09777642648, or rngayramon@ppa.com.ph.

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