



REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-245-2019

Name of Project : **Procurement of Catering Services for the 2020 PPA Budget Hearing**

Approved Budget for the Contract : **P328,000.00**

Deadline for Submission : **August 8, 2019**

Please quote your best quotation in line with the attached Terms of Reference. 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,


MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee

CATERING SERVICES FOR THE 2020 PPA BUDGET HEARING

I. SCOPE OF SERVICES

1. Food Variation. Food provision should include the following:

- AM Snacks:
 - Cheeseburger/Sandwich (Ham & cheese)
 - Coffee/Juice

- Lunch: (Managed Buffet)
 - Appetizer
 - Soup
 - Viand: Red meat (pork and beef) and White meat (chicken/fish)
 - Rice
 - Side dish (vegetable)
 - Desert
 - Water and juice
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- PM Snacks:
 - Pasta and/or chips
 - Iced tea

- Dinner: (Managed Buffet)
 - Viand: Red meat (pork or beef) and White meat (chicken/fish)
 - Soup and veggies
 - Rice
 - Iced tea
 - Fresh fruit

- Elegant skirting for buffet table

- Chairs with seat covers and round table with floral centerpiece

- Trained staff/waiters for assistance in distribution of food and drinks

- Drinking glasses, chinaware, goblets and cutleries.

2. **Number of pax per schedule.** The service shall cover meals for the number of sixty (60) guests/pax per scheduled meeting.



3. **Schedule and Location.** The Budget Hearing will be held at the 7th Floor PPA Head Office Building, Bonifacio Drive, Port Area, Manila. Each meeting will start at 8:00 a.m. and end at 5:00 p.m. on the following dates:

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|-----------------|
| August 16, 2019 |
| August 19, 2019 |
| August 20, 2019 |
| August 22, 2019 |
| August 23, 2019 |
| August 27, 2019 |
| August 28, 2019 |
| August 29, 2019 |
| August 30, 2019 |

Service provider must be amenable to extension of hours, as may be necessary, at the request of PPA.

4. **Approval of menu selection.** The Supplier shall present the proposed menu during the submission of bids. Any changes made to the menu shall be presented to PPA, at least five (5) days before the first day of hearing, for approval. Any change in schedule will be relayed to the Service Provider for proper coordination.

II. **APPROVED BUDGET FOR THE CONTRACT (ABC)**

The total approved budget for the services is in the amount of **Three Hundred Twenty-Eight Thousand Pesos Only (P328,000.00)**, inclusive of taxes.

The Service Provider's shall bill the PPA after the last day of the hearings. Payment will be processed by PPA within seven (7) calendar days from receipt of Service Provider's invoice.

Approved by:



PRIMO ELVIN L. SIOSANA
Manager
Controllership Department