



## 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: Port Safety, Health & Environmental Management (Batch 1)**, per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC): P 80,400.00

DEADLINE FOR SUBMISSION OF QUOTATION: August 31, 2018

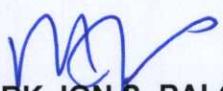
All quotations must be duly-signed and shall be submitted to BAC Office, 5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or email at the following addresses:

ppati@ppa.com.ph  
rabmalonzo@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, Philippines Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., A. Bonifacio Drive,  
South Harbor, Port Area, Manila  
Telephone/ Fax No. 527-4735  
527-8356 to 83 loc 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

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

**TERMS OF REFERENCE  
FOR THE PORT POLICE ENHANCEMENT SEMINAR (NATIONWIDE)  
CATERING SERVICES**

**I. INTRODUCTION**

Based on the approved PPA Learning and Development Program, the PPATI scheduled the conduct of **Capacity Building for Port Operations Personnel: Port Safety, Health & Environmental Management (Batch 1)** on September 4-6, 2018 at the PPA GAD Center, Bonifacio Drive, South Harbor, Port Area, Manila.

The said activity aims to educate and familiarize PPA personnel on the updated port safety, health and environment (SHE) policies and regulations essential in the implementation and development of management systems being implemented by PPA units especially for those in the frontline services.

**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 67 pax at the rate of Php 400.00/head and provision of the following:
  - AM/PM Snacks and Buffet Lunch for three (3) days
  - Purified drinking water and ice for beverages
  - Free flowing coffee or tea
  - Standard physical and floral arrangement
  - Monoblock chairs with cover and tables with linens
  - Trained and uniformed food attendants
  - Drinking glasses, chinawares, silverwares and utensils
  - Elegant skirting for buffet tables with desired color motif
3. Proposed menu should be a variety.
4. Estimated number of participants is based on minimum of 68 pax but may change based on actual.
5. Quotations should not exceed the approved budget for meals in the total amount of P 80,400.00 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 80,400.00, 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. Ronald Allan B. Malonzo, Training Specialist II of PPATI at (02) 336-6516, 0917-801-1258, or rabmalonzo@ppa.com.ph.

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**MARYGENE F. MONTENEGRO**  
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