



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 Training on Property Management on September 4-6, 2018, per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC): P 67, 200.00

DEADLINE FOR SUBMISSION OF QUOTATION: August 31, 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
ercordova@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
5th 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


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

TERMS OF REFERENCE FOR THE PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF TRAINING ON PROPERTY MANAGEMENT

I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs and Budget, the PPATI is scheduled to conduct the Training on Property Management on September 4-6, 2018 at PPA Head Office, A. Bonifacio Drive, South Harbor, Port Area, Manila.

The program aims to enable participants to maintain and control inventory records, identify other relevant laws and COA latest issuances, and select suppliers and monitor their performance.

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 56 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
 - Chinaware, silverwares and utensils
3. Proposed menu should be a variety.
4. Quotations should not exceed the approved budget for meals in the total amount of P 67, 200.00 inclusive of applicable government taxes.
5. 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 workshop, as practicable as possible and mindful of the PPA rules and regulations governing the procurement of a catering service.
2. Pay the Catering Service the package rate agreed upon during the procurement process, through its representative.

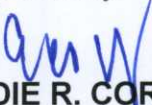
IV. BUDGET

The budget estimates for the procurement of Catering Service for the delivery of Training/Seminar shall be P 67, 200.00, inclusive of taxes.

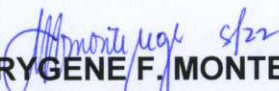
Funding shall be chargeable against the approved CY 2018 PPA Learning and Development Programs and Budget.

Any inquiries/ clarification can be coursed through to Mr. Eddie R. Cordova, Acting Division Manager of PPATI at (02) 336-6516, 09491515511, or ercordova@ppa.com.ph.

Prepared by:


EDDIE R. CORDOVA
Acting Manager, TPMD *lm*

Approved by:


MARYGENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute