



BONIFACIO DRIVE, SOUTH HARBOR, PORT AREA, MANILA 1018, PHILIPPINES  
 P.O. BOX 436, MANILA, PHILIPPINES  
 TEL. NO. (0632) 527-8356, FAX. NO. (0632) 527-4855  
 HTTP://WWW.PPA.COM.PH

## REQUEST FOR QUOTATION

Company : Philippine Ports Authority  
 Bonifacio Drive, South Harbor, Port Area, Manila

Event : Competency-based Human Resource System :  
 Development of Competency- based Qualification Standards and Job  
 Descriptions

Date : September 12-14, 2018

Venue : Multipurpose Hall, 7<sup>th</sup> Floor, PPA Corporate Building  
 South Harbor, Port Area, Manila

Requirement :

1. Catering Services
2. Training Details

Training Program	Date	No.of pax	Approved Training Budget
Development of Competency-based Qualification Standards and Job Descriptions	September 12-14, 2018	45	P54,000.00

3. Managed Buffet (AM Coffee break, Lunch, PM coffee break)

4. To provide the following:

- Elegant skirting for buffet table with desired color motif
- Chairs with seat covers and round tables with flower centerpiece
- Trained and uniformed staff and waiters
- Drinking glasses, chinaware, silverware, goblets & cutleries
- Purified drinking water and ice for beverages

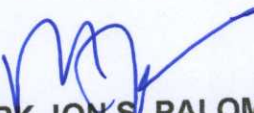
**VISION**

By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

**MISSION**

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

5. Quotations should not exceed P P54,000 the Approved Budget for Contract (ABC). Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
6. All quotations to be submitted must be duly-signed and must accompanied with the following documents: PhilGEPS Registration, DTI or SEC Registration, Mayor's Permit and Income Tax Return.
7. PPA reserves the right to reject any or all quotations at any time prior to award of contract, and to accept quotations as may be considered advantageous to the government.
8. PPA will only reply to Quotations that can accommodate the requirements stated in the foregoing.
9. PPA, as a government office, can settle its obligation via send-bill option only, to be processed within 15-30 working days after the date of the event.
10. Quotations may be hand-carried to the Human Resource Management Department (HRMD) 3<sup>rd</sup> Floor, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila on or before 5:00 pm of September 10, 2018.
11. For further information, you may contact Ms. Elizabeth De Jesus at telephone no. 527-64-38 local 326.



**MARK JON S. PALOMAR**  
Chairperson  
HO-BAC-PGCS  
Philippine Ports Authority



BONIFACIO DRIVE, SOUTH HARBOR, PORT AREA, MANILA 1018, PHILIPPINES  
 P.O. BOX 436, MANILA, PHILIPPINES  
 TEL. NO. (0632) 527-8356, FAX. NO. (0632) 527-4855  
<http://www.ppa.com.ph>

**TERMS OF REFERENCE  
 PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF  
 COMPETENCY BASED HUMAN RESOURCE SYSTEM TRAINING CY 2018**

**1. BACKGROUND**

The Human Resource Management Department in fulfillment of its commitment in implementing the Management Succession Program will conduct the Competency-based Human Resource System Seminar as detailed below. 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 meal preparation and distribution.

Training Program	Schedule	No. of Participant	Cost
Development of Competency-based Qualification Standards and Job Descriptions	September 12-14, 2018	45 pax	₱54,000.00

**2. PROJECT DESCRIPTION**

**2.1 Project Duration**

The catering services shall cover the schedule on September 12-14, 2018.

**2.2 Scope of Services**

- 2.2.1 The catering service provider is expected to ingress at least one (1) hour before the program;
- 2.2.2 Ensure quality of foods and drinks for forty-five (45) participants;
- 2.2.3 The serving type is managed buffet. Menu consists of three (3) viands of meat (beef, chicken, and fish), 2 side dishes (soup and sauté), rice, desert, water/juice and flowing coffee;
- 2.2.4 Trained staff/waiters for the assistance in distribution of foods and drinks;
- 2.2.5 Elegant skirting for buffet table with desired color motif;
- 2.2.6 Chairs with seat-covers and round tables with flower centerpieces; and
- 2.2.7 Drinking glasses, chinaware, goblets & cutleries.

**3. QUALIFICATIONS**

The required qualifications of the caterer are presented below:

- 3.2.1 Knowledgeable in food safety - for legal purposes, knows how to serve and prepare food safely and in half protect the customers and prevents illness;

*"By 2020, PPA shall have provided port services of global standards."*

MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.  
 2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers.  
 3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.  
 4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

- 3.2.2 Caterers need to have ability to manage others. Those who run their own businesses need to be able to hire talented and skilled staff, including cooks and waiters;
- 3.2.3 Ability to work with the public. Keeping clients happy is an essential part of the job; and
- 3.2.4 Having good organizational skills, to work under pressure, energetic, strong communication skills, responsible and trustworthy.

#### 4. Payment

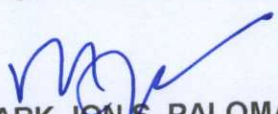
Payment will be processed for issuance of BUR/DV and Check upon submission and acceptance of service and original invoice with the following documents:

- PhilGEPS Registration
- DTI or SEC Registration
- Mayor's Permits or Business Permits

#### 5. BUDGET

The budget estimates for the procurement of caterer to deliver the foods for the above-cited training programs amounted to **FIFTY-FOUR THOUSAND PESOS ONLY (P54,000.00)** inclusive of VAT.

Funding shall be chargeable against the PPA-Approved Learning and Development Programs and Budget Funds CY 2018.

  
**MARK JON S. PALOMAR**  
Manager  
Human Resource Management Department