



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 **iPORTS Conference/Workshop (Functional Requirements Enhancement Mapping and Validation)** on October 8-12, 2018 at the PPA Head Office, per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC): P 164,000.00

DEADLINE FOR SUBMISSION OF QUOTATION: October 2, 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

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 iPORTS
CONFERENCE/WORKSHOP (FUNCTIONAL REQUIREMENTS ENHANCEMENT
MAPPING AND VALIDATION)**

I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct the iPORTS Conference/Workshop (Functional Requirements Enhancement Mapping and Validation) on October 8-12, 2018 at the PPA Head Office.

This 5-day program needs participant's involvement to map and validate the enhancements to the functional requirements in iPORTS. The participants should be able to identify the lacking requirements in iPORTS specifically in vessel, cargo, billing, receipting and interface process in port transactions at the base ports and terminal offices.

II. SCOPE OF SERVICES AND REQUIREMENTS

1. The conference/workshop is for five (5) days from 8:00 am – 5:00 pm.
2. Catering services good for 82 pax at the rate of Php 400.00/head and provision of the following:
 - AM/PM Snacks and Lunch for five (5) 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 P164,000.00 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 conference/workshop, as practicable as possible and mindful of the PPA rules and regulations governing the procurement of a service provider.
2. Pay the Catering Services the package rate agreed upon during the procurement process, through its representative.

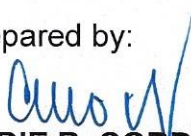
IV. BUDGET

The budget estimates for the procurement of Catering Services for the delivery of conference/seminar shall be P 164,000.00, 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 Manager, Training Program Management Division (TPMD) of PPATI at (02) 336-6516 or at email address: ppati@ppa.com.ph.

Prepared by:


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Approved by:


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PPA Training Institute