



REQUEST FOR QUOTATION

Name of Project : **Provisions for Catering Services for
PPATI Training Programs, October –
December 2018**

Approved Budget for the Contract : **Php974,000.00**

Deadline for Submission : **October 5, 2018**


Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's Permit, PhilGeps Registration Certificate, Income/Business Tax Return and Omnibus Sworn Statement.

Quotations shall be submitted in person to the Property Management Division, Administrative Services Department, Mezzanine Floor, PPA Head Office, 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
Procurement of Goods and Consultancy Services

PROVISIONS FOR CATERING SERVICES FOR PPATI LEARNING AND DEVELOPMENT PROGRAMS

The Philippine Ports Authority Training Institute (PPATI) have scheduled various Learning and Development Programs for CY 2018. This Terms of reference shall cover all catering services for trainings scheduled from October 9 to December 31, 2018.

I. SCOPE OF SERVICES

1. **Number of pax per schedule.** The service shall cover meals for the number of pax per training program, as indicated herein.

2. **Budget per pax.** The budget per person shall be in the amount of Four Hundred Pesos only (Php400.00).

3. **Food Variation.** Food provision should include the following:

- AM/PM Snacks
- Lunch:
 - Rice
 - Red meat (pork or beef)
 - White meat (chicken or fish)
 - Vegetable dish
 - Fruit/s
- Free flowing coffee or tea
- Standard physical and floral arrangement
- Uniformed food attendants
- Chinaware and utensils

4. **Approval of menu selection.** The Supplier shall present the proposed menu at least five (5) days before the scheduled event, for approval.

5. **Billing.** The Supplier shall bill PPA every 30th day of each month. Payment will be processed by PPA within seven (7) calendar days from receipt of complete documents.

II. BUDGET

The total approved budget for the services is in the amount of **Nine Hundred Seventy Four Thousand Pesos Only (Php974,000.00)**. The total budget estimates for the procurement of Catering Services for the delivery of Training/Seminar shall be inclusive of taxes.

III. SCHEDULES

The schedule of trainings is indicated below. Any changes thereto will be communicated to the Supplier at least seven (7) days in advance.

TRAINING NO.	NO. OF DAYS	NO. OF ATTENDEES (PAX)	TRAINING DATES	LOCATION
OCTOBER				
1	3	35	9-11	GAD Center
2	3	35	9-11	Head Office
3	2	35	15-16	
4	3	35	16-18	GAD Center
5	5	35	16-18	GAD Center
6	3	35	23-25	Head Office
7	2	50	25-27	Head Office
NOVEMBER				
8	4	35	5-9	GAD Center
9	5	72	5-9	Head Office
10	2	45	14-15	Head Office
11	3	50	13-15	GAD Center
12	1	35	15	BSP
13	3	45	20-23	PPATI
14	2	35	26-28	PPATI
15	2	30	27-28	GAD Center
16	3	35	28-29	GAD Center
DECEMBER				
17	3	35	3-5	Head Office
18	3	35	3-7	Head Office
19	3	35	13-15	GAD Center
20	3	35	3-7	GAD Center
21	3	35	3-7	GAD Center