



**REQUEST FOR QUOTATION**  
(Small Value Procurement)

Name of Project : **Procurement of Catering Services for the Conduct of Additional Learning and Development Programs for the 4<sup>th</sup> Quarter CY 2019**

Approved Budget for the Contract : **P 632,000.00**

Deadline for Submission : **November 11, 2019**

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

Quotations shall be submitted in person to the Manager, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, 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  
5<sup>th</sup> 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](http://www.ppa.com.ph)

Very Truly Yours,

**MARK JON S. PALOMAR**  
Chairperson, Bids and Awards Committee  
Procurement of Goods and Consultancy Services

**TERMS OF REFERENCE FOR THE PROCUREMENT OF  
CATERING SERVICES FOR THE CONDUCT OF ADDITIONAL LEARNING AND  
DEVELOPMENT PROGRAMS FOR THE 4<sup>TH</sup> QUARTER CY 2019  
BAC-PGCS-216-2019**

**I. INTRODUCTION**

Based on the approved CY 2019 PPA Learning and Development Programs and Budget, Annual Procurement Plan, and approved unprogrammed training courses, the Philippine Ports Authority Training Institute (PPATI) in coordination with the Human Resource Management Department (HRMD), has tentatively scheduled various In-house Programs. This Terms of Reference shall cover all catering services for trainings scheduled for the months of October to December.

**II. SCOPE OF SERVICES AND REQUIREMENTS**

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

**Actual number of participants is subject to change per actual.**

2. **Budget per pax.** The budget per person shall be in the amount of Four Hundred Pesos per head/day 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
  - Dessert
  - Iced tea/ soft drinks or juice
- Free flowing coffee or tea
- Standard physical and floral arrangement
- Well-trained and uniformed food attendants and staff
- Silverwares, flatwares, cutleries and glasswares
- Tables with table cloth and chairs with seat cover
- Buffet table with centerpiece
- Choice of color motif

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

### III. TERMS AND CONDITIONS

1. All quotations to be submitted must be duly signed by an authorized representative, and accompanied with the required documentary requirements.
2. PPA will only reply to quotations that can provide/ comply with the requirements stated in the foregoing.
3. PPA, as a government office, can settle obligations via send-bill arrangement only, which will be processed within 7- 15 working days.

### IV. SCHEDULE

The schedule of training programs is attached herewith as Annex A. Any changes thereto will be communicated to the Supplier at least seven (7) days in advance.

  
**MARYGENE F. MONTENEGRO**  
Acting Department Manager  
PPA Training Institute



**Catering Services for the conduct of Additional Learning and Development Programs for the 4th Quarter CY 2019**

No.	Course/Topic	No. of Days	No. of Pax
1	Training/Workshop on Public-Private Partnership	1	70
2	Orientation on Pre-retirement Batch 2	2	50
3	Orientation on Newly-Hired Personnel Batch 3	3	75
4	Seminar on Integrity, Transparency and Accountability in Public Service (ITAPS)	1	60
5	Re-Orientation on Government Procurement Act (RA 9184) its Updates for BAC Members Nationwide Batch 1	3	65
6	Orientation for Newly-Hired Personnel Batch 4	3	65
7	Re-Orientation on Government Procurement Act (RA 9184) its Updates for BAC Members Nationwide Batch 2	3	65
8	Seminar on Procedures and Requirements in the Documentation of Real Properties	3	50
9	Re-Orientation on Government Procurement Act (RA 9184) its Updates for BAC Members Nationwide Batch 3	3	65
10	Re-Orientation on Government Procurement Act (RA 9184) its Updates for BAC Members Nationwide Batch 4	3	65