



PHILIPPINE
PORTS
AUTHORITY



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-035-2025

Name of Project : **Procurement of Meals for the Conduct of
Workshop on Port Business Development
and Marketing Strategies**

Approved Budget for the Contract : **₱84,000.00**

Deadline for Submission : **November 17, 2025**

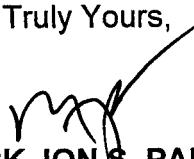
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number and Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney.

Quotations shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th floor 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
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

TERMS OF REFERENCE FOR THE PROCUREMENT OF MEALS FOR THE CONDUCT OF WORKSHOP ON PORT BUSINESS DEVELOPMENT AND MARKETING STRATEGIES

I. INTRODUCTION

Based on the Memorandum from the Human Resource Management Department (HRMD) dated September 3, 2025, PPATI has scheduled the conduct of the Workshop on Port Business Development and Marketing Services on November 20-21, 2025 at the 7th Floor Function Rooms, PPA Corporate Building, A. Bonifacio Drive, Port Area, City of Manila.

II. SCOPE OF SERVICES AND REQUIREMENTS

1. **Number of attendees.** The supplier shall cover meals for 84 persons.

The schedule of training program and number of attendees are subject to change per actual conduct of the program.

2. **Food Variety.** Food provision should include the following:

- AM / PM Snacks;
- Lunch
 - Rice
 - One (1) White Meat Dish (either fish or chicken) and One (1) Red meat Dish (either pork or beef)
 - Vegetable dish or Fresh Vegetable salad with dressings
 - Dessert or Fresh Fruit
 - Iced tea or soda drinks or fruit juice
- Free flowing hot coffee with sugar and coffee creamer and provide few tea bags;
- Water dispenser with hot and cold temperature selection;
- Food label with list of allergens per meal;
- Standard buffet table arrangement;
- At least two (2) well-trained and uniformed food attendant/staff during session;
- Food warmer, flatware, cutleries, and glassware;
- Round dining table and chairs (Standby for set-up if there is a request from the PPATI-designated facilitator); and
- The proposed menu shall offer a variety of options and carefully accommodate any food allergies and dietary restrictions of the participants. Relevant dietary information shall be provided to the supplier by the designated facilitator.

3. **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. Philippine Ports Authority (PPA) will only reply to quotations that can provide/comply with the requirements stated in the foregoing.

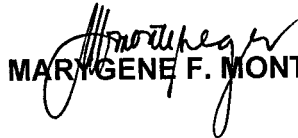
3. PPA, as a government office, can settle obligations via send-bill arrangement only, which will be processed within 7-15 working days.

IV. SCHEDULE

Any changes in the schedule indicated in Item I will be communicated to the supplier at least seven (7) working days in advance.

V. Budget

Funding shall be chargeable against CY 2025 Learning and Development Programs and Budget.


MARYGENE F. MONTENEGRO