



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
**ASD-032-2023**

Name of Project : **PROCUREMENT OF CATERING SERVICES FOR  
THE CONDUCT OF PPA HR CONFERENCE FOR  
CY 2023.**

Approved Budget for the Contract : **P 240,000.00**

Deadline for Submission : **November 20, 2023**

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

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



**PHILIPPINE  
PORTS  
AUTHORITY**



**TERMS OF REFERENCE  
PROCUREMENT OF CATERING SERVICES FOR THE  
CONDUCT OF PPA HR CONFERENCE FOR CY 2023**

**1. BACKGROUND**

Every organization's human resource department plays a crucial role. It has a wide range of responsibilities and is in charge of ensuring that workers feel safe, appreciated, and adequately supported. In current trends, HR promotes technology innovation to accelerate and make use of effective tools to improve all facets of work. These new tools and techniques are expected to be standardized and practiced immediately.

In line with the approved CY 2023 Learning and Development Programs and Budget, the Human Resource Management Department will conduct the PPA HR Conference on November 20-24, 2023, at the Function Room, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila. Target participants are Human Resource Management Officers from Head Office, PMOs: Luzon Cluster, Visayas Cluster and Mindanao Cluster.

This HR conference will cover CSC's PRIME-HR which includes four HR systems:

- Recruitment, selection and placement
- performance management,
- rewards and recognition
- learning and development interventions and other HR-related policies and practices.

The speakers will discuss and provide guidance on important issues affecting HR.

At the end of the conference, participants shall be able to:

1. Identify the current procedures and requirements in the specific HR field/discipline.
2. Benchmark with other HRMOs regarding best practices in the field.
3. Learn the HRIS-streamline and automated HR processes.
4. Unleash the potential of the PPA human resource workforce.
5. Strengthen the professional network of HRMOs in the authority.

<b>Training Program</b>	<b>Schedule</b>	<b>No. of Participant</b>	<b>Cost</b>
PPA HR CONFERENCE FOR CY 2023	November 20-24,2023	120pax	₱240,000.00



## **2. PROJECT DESCRIPTION**

### **2.1 Project Duration**

The catering services shall cover the schedule on November 20-24, 2023.

### **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 one hundred twenty (120) 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 - know how to serve and prepares food safely
- 3.2.2 Ability to manage customers – able to hire talented and skilled staff, including cooks and waiters;
- 3.2.3 Render client satisfaction- keeping clients happy is an essential part of the job; and;
- 3.2.4 Have a good organizational skills- manage work under pressure, energetic, good 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
- Omnibus Sworn Statement
- Mayor's Permits or Business Permits

## **5. BUDGET**

The budget estimate for the procurement of caterer to deliver and provide the food/refreshments for the above-cited training program amounting to **TWO HUNDRED FORTY THOUSAND ONLY (P240,000.00)** inclusive of VAT.

Funding shall be chargeable against the CY 2023 Learning and Development Programs and Budget, subject to usual accounting and auditing rules and regulations.

  
**VICTORIA P. GORRE**

Officer-In-Charge

Human Resource Management Department