



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-031-2025

Name of Project : **Procurement of Catering Services for the
Conduct of CY 2025 Advanced Corporate
Governance Training/Workshop**

Approved Budget for the Contract : **P 99,916.67**

Deadline for Submission : **November 25, 2025**

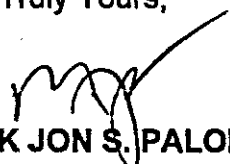
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, and Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney.

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

**PROCUREMENT OF CATERING SERVICES FOR THE
CONDUCT OF CY 2025 ADVANCED CORPORATE GOVERNANCE
TRAINING/WORKSHOP
(BAC-PGCS-ASD-031-2025)**

I. INTRODUCTION

1. In line with Republic Act No. 10149 (Code of Corporate Governance for GOCCs), the PPA Revised Code of Governance, and in compliance with GCG Memorandum Circular (MC) No. 2015-07 and 2012-05 regarding the State's goal of embodying the Corporate Governance standards and practices of GOCCs at par with its ASEAN counterparts, and the fit and proper rule, respectively, PPA will be conducting a training/workshop for the PPA Board of Directors, Officers, and Officials, through onsite and web-conference/to wit:

Training/ Workshop	Proposed Date
Advance Corporate Governance Training	December 2025

II. SCOPE OF SERVICES AND REQUIREMENTS

1. Number of Participants: 40-50 participants
2. Food Variety. Food provision should include the following:
- Breakfast
 - AM/PM Snacks
 - Lunch:
 - Rice
 - Red meat (beef)
 - White meat (Chicken)
 - Seafood dish
 - Vegetable dish
 - Dessert
 - Iced tea/soft drinks or juice
 - Free flowing coffee or tea and water
 - Standard physical and table arrangement

- At least two (2) well-trained and uniformed food attendants/staff during session
 - Silverwares, flat wares, cutleries, and glass wares
 - Proposed menu should be a variety
3. Approval of menu selection. The supplier shall present the proposed menu at least five (5) days before the scheduled training, for approval.

III. TERMS AND CONDITIONS

1. All quotations to be submitted must be duly signed by an authorized representative.
2. The 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. BUDGET

Funding shall be chargeable against the PPA Directors' and Committee Members' Expenses.


KATHREEN L.V. MONJE
End-User