



REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-158

Name of Project : **Procurement of Catering Services
for the Pagpupugay at Pasasalamat
and Turn-over ceremony para ky DM
Elaine L. Paredes**

Approved Budget for the Contract : **Php 130, 000.00**

Deadline for Submission : **03 December 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 and Omnibus Sworn Statement.

Quotations shall be submitted in person to the Property Management Division, 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
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
PAGPUPUGAY AT PASASALAMAT AND TURN- OVER CEREMONY
PARA KAY DM ELAINE L. PAREDES**

1. BACKGROUND

The Port Management Systems Organizational Development Department is due for compulsory retirement on January 1, 2020. Human Resource Management Department, in fulfillment of its commitment to honor and show appreciation and gratitude to the retiree will conduct the **Pasasalamat at Pagpupugay and Turn-Over Ceremony para kay DM Elaine L. Paredes on December 13, 2019** at the **7th Floor Multi-Purpose Hall PPA Corporate Building, South Harbor, Port Area, Manila.**

To support the program, it is necessary to have a good and reliable catering service that will provide meal. This defrays our difficulty in meal preparation and distribution.

Program	Schedule	No. of guests	Cost
Pagpupugay at Pasasalamat and Turn-Over Ceremony Para Kay DM Elaine L. Paredes	December 13, 2019	200 guests	P 130,000.00

2. PROJECT DESCRIPTION

2.1 Project Duration

The program starts at 11:00 A.M.

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 two hundred (200) guests;
- 2.2.3 The serving type is managed/guarded buffet. Menu consists of five (5) viands of meat (beef, fish and chicken), side dish (soup and saute), appetizer, vegetable, rice, desert, water and juice.
- 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 table 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 - for legal purposes, knows how to serve and prepare food safely and in hair protect the customers and prevents illness;
- 3.2.2 Caterers need to have ability to manage others. Those who run their own businesses need to be able to hire talented and skilled staff, including cooks and waiters;
- 3.2.3 Ability to work with the public. Keeping clients happy is an essential part of the job; and
- 3.2.4 Having good organizational skills, to work under pressure, energetic, strong 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 estimates for the procurement of caterer to deliver the foods for the **Pagpupugay at Pasasalamat and Turn-Over Ceremony para kay DM Elaine L. Paredes** amounted to **ONE HUNDRED THIRTY THOUSAND PESOS ONLY (P130,000.00)**, inclusive of VAT.

Funding shall be chargeable against the PPA-Approved Learning and Development Programs and Budget Funds CY 2019.


MARK JON S. PALOMAR
Manager
Human Resource Management Department