



REQUEST FOR QUOTATION

Name of Project : Procurement of Food for Christmas Party 2018 for Green Category B

Approved Budget for the Contract : Php 63,568

Deadline for Submission : December 07, 2018

Please quote your best quotation in line with the attached specifications. The required documents such as PhilGeps Registration Number, Mayor's Permit and Omnibus Sworn Statement shall be submitted after determination by the BAC of the lowest calculated and responsive quotation.

All quotations shall be duly signed and shall be submitted in person to the Port Operations and Services Department, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila or through email at the following address:

msd.posd@ppa.com.ph

Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Building, Bonifacio Drive,
South Harbor, Port Area, Manila
Tel/Fax No. 5274735
5278356 to 83 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 FOOD FOR GREEN CATEGORY B FOR THE CHRISTMAS PARTY 2018

Title: Procurement of Food under **Green Category B**

Event: Christmas Party 2018

Date: December 13, 2018

Time: 11:00 A.M. – 5:00 P.M.

Place: Eva Macapagal Terminal, South Harbor, Port Area, Manila

A. Purpose:

1. To specify the food requirements for green category B.
2. To specify booth requirements, food preparation/presentation and serving during the event.

B. Green Category B Specifications:

1. Food provider shall supply a total of **four hundred sixty four (464) orders/servings of Coffee/Frappes (Hot Drinks – 150 servings and Frappes – 314 servings)**. Said coffee/frappes can have the following variants:

Hot Drinks (8 oz.)	Frappe (16 oz.)
Brewed Coffee	Vanilla
Cappucino	Coffee Caramel
Café Latte	Choco Chips Java
Café Mocha	White Chocolate Mocha
Hot Chocolate	

2. The estimated budget for the procurement of food for green category B with the above specifications shall be **Sixty three thousand five hundred sixty eight pesos (Php 63,568)** inclusive of taxes.

C. Booth and Service Requirements:

The Food Provider shall:

1. Install two (2) booths or tables with standee/name of their restaurant/store to cover a maximum area of 1.5 square meters for each booth/table.
2. Provide at least one (1) staff each booth.
3. Provide disposable utensils/spoon and fork, containers and tissue for the food they serve per employee/participant.
4. Provide services for a minimum of four (4) hours.
5. Provide details/information of the electrical equipment/facilities they will bring during the event.
6. Provide plug socket extensions for their electrical equipment.
7. Provide tables for their kiosks/booths and chairs for the use of their food staff.
8. Install the booth/kiosk/table as early as possible. The same shall be completed with staff and ready at exactly 10:00 A.M. on the day of the event. The food provider can install the booth as early as 1:00 P.M. of December 12, 2018.

Any inquiries/clarifications can be coursed through to Ms. Maria Christine M. Bautro, Environmental Specialist A, POSD/Food Coordinator at 023365151 or at email address: mcombautro@ppa.com.ph

Prepared by:


MARIA CHRISTINE M. BAUTRO
Environmental Specialist A/Food Coordinator

Approved by:


LILIAN T. JAVIER
Department Manager, POSD/
Head Food Committee