



REQUEST FOR QUOTATION

Name of Project : Procurement of Food for Christmas Party 2018 under **Red Category**

Approved Budget for the Contract : Red Category A – Php75,000
Red Category B – Php75,000
Red Category C – Php78,600
Total Allocated Budget – Php228,600

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:

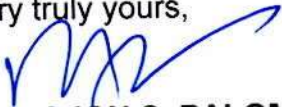
msd.posd@ppa.com.ph

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 UNDER RED CATEGORY FOR THE CHRISTMAS PARTY 2018

Title: Procurement of Food under **Red Category**

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 under red category.
2. To specify booth requirements, food preparation/presentation and serving during the event.

B. Red Category specifications:

1. There will be **three (3) food providers** to be chosen under red category. The best three (3) among those which submitted proposals with distinct chinese tastes and fall within or below the allocated budget shall be chosen as food providers for this category.
2. The three (3) food providers shall be named red category A, red category B and red category C. They shall supply the following quantity and specifications:

Red Category A	Red Category B	Red Category C
<p>Total Quantity/Servings: 500 With four (4) variants of dishes particularly (fish or seafood/chicken/beef/pork)</p> <ul style="list-style-type: none"> • <i>Egg fried rice with sweet and sour pork</i> 	<p>Total Quantity/Servings: 500 With four (4) variants of dishes particularly (fish or seafood/chicken/beef/pork)</p> <ul style="list-style-type: none"> • <i>Plain rice with 80grams breaded</i> 	<p>Total Quantity/Servings: 524 With four (4) variants of dishes particularly (fish or seafood/chicken/beef/pork)</p> <ul style="list-style-type: none"> • <i>Plain rice with sweet and sour pork</i>

<p>(125 servings)</p> <ul style="list-style-type: none"> • Egg fried rice with sweet and sour chicken fillet (125 servings) • Egg fried rice with braised beef with ampalaya (125 servings) • Egg fried rice with squid salt and pepper (125 servings) <p>Bottled Water (500pcs.)</p>	<p><i>porkchop</i> (125 servings)</p> <ul style="list-style-type: none"> • Plain rice with creamy mushroom fish fillet (125 servings) • Plain rice with 1/8 chicken (125 servings) • Plain rice with chinese beef steak (125 servings) <p>Bottled Water (500 pcs.)</p>	<p>(125 servings)</p> <ul style="list-style-type: none"> • Plain rice with chicken lemon (149 servings) • Plain rice with breaded fish fillet (125 servings) • Plain rice with beef oyster (125 servings) <p>Bottled Water (524 pcs.)</p>
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3. The budget estimates for the procurement of food under red category shall be as follows including taxes:

Red Category A – **Php 75,000**

Red Category B – **Php 75,000**

Red Category C – **Php 78,600**

Total Estimated Budget for Red Category – **Php 228,600.**

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: mcmbautro@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