



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Food for Christmas Party 2019 under Blue Category**

Approved Budget for the Contract : Blue Category A – Php 35,000
Blue Category B – Php 18,100
Blue Category C – Php 32,000
Total Allocated Budget – Php 85,100

Deadline for Submission : **December 09, 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, Omnibus Sworn Statement and Secretary Certificate/Special Power of Attorney.

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
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 FOR THE PROCUREMENT OF FOOD FOR BLUE CATEGORY A FOR THE CHRISTMAS PARTY 2019

Title: Procurement of Food for Blue Category A

Event: Christmas Party 2019

Date: December 12, 2019

Time: 11:00 A.M. – 5:00 P.M.

Place: Eva Macapagal Terminal, 25th St. cor. Railroad St., South Harbor, Port Area, Manila

A. Purpose:

1. To specify the food requirements under Blue Category A.
2. To specify booth requirements and food preparation/presentation during the event.

B. Blue Category A specifications:

1. The food provider shall provide a total of **Six Hundred (600) orders/servings** of french fries (large size) with three (3) flavors to choose from such as cheese, barbecue and sour cream.
2. The estimated budget for the procurement of food for Blue Category A shall be **Thirty Five Thousand Pesos (Php35, 000.00)** including 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 booth/kiosk/table on 11 December 2019 starting at 1:00 P.M. and must be completed and ready with uniformed staff at exactly 10:00 A.M. on the day of the event.

For inquiries/clarifications, please contact Ms. Maria Christine M. Bautro, Environmental Specialist A/Food Coordinator, POSD at (02)53365151 or email address: mcmbautro@ppa.com.ph

Prepared by:



MARIA CHRISTINE M. BAUTRO
Environmental Specialist A/Food Coordinator
PPA-POSD

Approved by:



LILIAN T. JAVIER
Department Manager/Head, Food Committee
for Christmas Party 2019
PPA-POSD

TERMS OF REFERENCE FOR THE PROCUREMENT OF FOOD FOR BLUE CATEGORY B FOR THE CHRISTMAS PARTY 2019

Title: Procurement of Food for **Blue Category B**

Event: Christmas Party 2019

Date: December 12, 2019

Time: 11:00 A.M. – 5:00 P.M.

Place: Eva Macapagal Terminal, 25th St. cor. Railroad St., South Harbor, Port Area, Manila

A. Purpose:

1. To specify the food requirements for Blue Category B.
2. To specify booth requirements and food preparation/presentation during the event.

B. Blue Category B specifications:

1. The food provider shall supply a total of **Three Hundred Sixty Two (362) orders/servings of Pork Shrimp Siomai**. Garlic and hot sauce and other condiments shall also be provided. Said dish shall consist of **four (4) pieces per serving**.
2. The estimated budget for the procurement of food for Blue Category B shall be **Eighteen Thousand One Hundred Pesos (18,100.00)** including taxes.

C. Booth and Service Requirements:

The Food Provider shall:

1. Install **one (1) booth or table** 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, food containers and tissue per serving.
4. Provide services for a minimum of four (4) hours.

5. Provide electrical requirements of food equipment/facilities and names/information of staff to be assigned 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 booth/kiosk/table on 11 December 2019 starting at 1:00 P.M. and must be completed and ready with uniformed staff at exactly 10:00 A.M. on the day of the event.

For inquiries/clarifications, please contact Ms. Maria Christine M. Bautro, Environmental Specialist A/Food Coordinator, POSD at (02)53365151 or email address: mcmbautro@ppa.com.ph

Prepared by:



MARIA CHRISTINE M. BAUTRO
Environmental Specialist A/Food Coordinator
PPA-POSD

Approved by:



LILIAN T. JAVIER
Department Manager/Head, Food Committee
for Christmas Party 2019
PPA-POSD

TERMS OF REFERENCE FOR THE PROCUREMENT OF FOOD FOR BLUE CATEGORY C FOR THE CHRISTMAS PARTY 2019

Title: Procurement of Food for **Blue Category C**

Event: Christmas Party 2019

Date: December 12, 2019

Time: 11:00 A.M. – 5:00 P.M.

Place: Eva Macapagal Terminal, 25th St. cor. Railroad St., South Harbor, Port Area, Manila

A. Purpose:

1. To specify the food requirements for Blue Category C.
2. To specify booth requirements and food preparation/presentation during the event.

B. Blue Category C specifications:

1. The food provider shall supply a total of **Five Hundred (500) orders/servings of street food/processed balls**. Said dish shall have a combination of **chicken saucer, crab egg, lobster ball, and crab claw in a stick**. The same shall also have variety of sauces and dips to choose from, particularly, sweet and sour, sweet chilli, sweet garlic, vinegar, superior soy sauce and chili oil.
2. The estimated budget for the procurement of food for Blue Category C shall be **Thirty Two Thousand Pesos (Php 32, 000.00)** including taxes.

C. Booth and Service Requirements:

The Food Provider shall:

1. Install **one (1) booth or table** 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, food containers and tissue per serving.
4. Provide services for a minimum of four (4) hours.

5. Provide electrical requirements of food equipment/facilities and names/information of staff to be assigned 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 booth/kiosk/table on 11 December 2019 starting at 1:00 P.M. and must be completed and ready with uniformed staff at exactly 10:00 A.M. on the day of the event.

For inquiries/clarifications, please contact Ms. Maria Christine M. Bautro, Environmental Specialist A/Food Coordinator, POSD at (02)53365151 or email address: mcmbautro@ppa.com.ph

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