



REQUEST FOR QUOTATION
(Small Value Procurement)

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

Approved Budget for the Contract : Green Category A – Php 46,000
Green Category B – Php 49,800
Green Category C – Php 54,668
Total Allocated Budget – Php 150,468

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 GREEN CATEGORY A FOR THE CHRISTMAS PARTY 2019

Title: Procurement of Food under **Green 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, South Harbor, Port Area, Manila

A. Purpose:

1. To specify the food requirements under green category.
2. To specify booth requirements and food preparation/presentation during the event.

B. Green Category A Specifications:

1. Food provider shall supply a total of **four hundred (400) orders/servings of Tea/Milk Tea (medium size)**. The same shall have four (4) variants with quantity as follows:

Milk Tea with Pearl Jelly – 100 servings

Wintermelon Milk Tea with Pearl Jelly – 100 servings

Caramel Milk Tea with Pearl Jelly – 100 servings

Toffee Milk Tea with Pearl Jelly – 100 servings

2. The estimated budget for the procurement of food for green category A with the above specifications shall be **Forty Six Thousand Pesos (Php 46,000)** inclusive of 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 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 GREEN CATEGORY B FOR THE CHRISTMAS PARTY 2019

Title: Procurement of Food under **Green 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 green category B.
2. To specify booth requirements and food preparation/presentation during the event.

B. Green Category B Specifications:

1. Food provider shall supply a total of three hundred seventy **(370) orders/servings of Coffee/Frappes (Hot Drinks – 100 servings and Frappes – 270 servings)**. The coffee/frappes shall 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 **Forty nine thousand eight hundred pesos (Php 49,800)** 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, 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 GREEN CATEGORY C FOR THE CHRISTMAS PARTY 2019

Title: Procurement of Food for **Green 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 green category C.
2. To specify booth requirements and food preparation/presentation during the event.

B. Green Category C Specifications:

1. Food provider shall supply a total of **six hundred ninety two (692) orders/servings of Fruit Shakes (16oz. in size)**. The same shall have five (5) variants with quantity as follows:

Mango – 175 servings

Melon – 175 servings

Pineapple – 100 servings

Banana – 100 servings

Watermelon – 142 servings

2. The estimated budget for the procurement of food for green category C with the above specifications shall be **Fifty Four Thousand Six Hundred Sixty Eight Pesos (Php 54,668)** 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, 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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LILIAN T. JAVIER
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