



REQUEST FOR QUOTATION
(Small Value Procurement)

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

Approved Budget for the Contract : Purple Category A – Php 17,000
Purple Category B – Php 16,549
Purple Category C – Php 41,300
Total Allocated Budget – Php 74,849

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 PURPLE CATEGORY A FOR THE CHRISTMAS PARTY 2019

Title: Procurement of Food for **Purple 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 Purple Category A.
2. To specify booth requirements and food preparation/presentation during the event.

B. Purple Category A specifications:

1. The food provider shall supply a total of **Four Hundred (400) orders/servings of pure Italian Ice Cream**. The same shall have four (4) different flavours and quantity as follows:

salted caramel – 100 servings

fragola (strawberry) – 100 servings

formaggio (cheese) – 100 servings

biscotti (cookies n' cream) – 100 servings

2. The estimated budget for the procurement of food for Purple Category A shall be **Seventeen Thousand Pesos (Php 17,000)** including taxes.

C. Booth and Service Requirements:

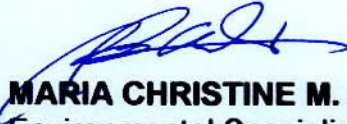
The Food Provider shall:

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, 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 PURPLE CATEGORY B FOR THE CHRISTMAS PARTY 2019

Title: Procurement of Food for **Purple 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 Purple Category B.
2. To specify booth requirements and food preparation/presentation during the event.

B. Purple Category B specifications:

1. Food provider shall supply a total of **three hundred sixty two (362) orders/servings of Flavored Ice Cream in Five (5) Small Sugar Cones**. The same can have five (5) flavors/variants of ice cream per serving with choices as follows:

Chocolate	Cookies and Creme
Avocado	Vanilla
Bubble Gum	
Strawberry	
Ube	
Mango	

2. The estimated budget for the procurement of food for purple category B shall be **Sixteen Thousand Five Hundred Fifty Pesos (Php16,550.00)** 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 PURPLE CATEGORY C FOR THE CHRISTMAS PARTY 2019

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

B. Purple Category C Specifications:

1. The food provider shall supply a total of **seven hundred (700) orders/servings** of mixed flavored ice cream. Said orders shall have the following variants and quantity:

Double Dutch – 150 servings

Mango Cheesecake -150 servings

Chocolate Kitkat – 150 servings

Rocky Road – 150 servings

Oreo – 100 servings

2. The estimated budget for the procurement of food for the purple category C shall be **Forty one thousand three hundred pesos (Php 41,300.00)** 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, 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.

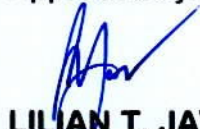
For inquiries/clarifications, please contact Ms. Maria Christine M. Bautro, Environmental Specialist A/Food Coordinator, POSD at (02)53365151 or email address: mcmbautro@ppa.com.ph

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Approved by:



LILIAN T. JAVIER
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