



REQUEST FOR QUOTATION
(Small Value Procurement)

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

Approved Budget for the Contract : Red Category A – Php 75,000
Red Category B – Php 69,300
Red Category C – Php 75,000
Total Allocated Budget – Php 219,300

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 UNDER RED CATEGORY FOR THE CHRISTMAS PARTY 2019

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

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 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 the red category. The best three (3) among those which submitted proposals with distinct and flavorful 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
Total Quantity/Servings: 500 With four (4) variants of dishes particularly (fish or seafood/chicken/beef/pork) • <i>Plain rice</i> <i>sweet and sour pork</i> <i>chopsuey guisado</i>	Total Quantity/Servings: 462 With four (4) variants of dishes particularly (fish or seafood/chicken/beef/pork) • <i>Plain rice</i> <i>sweet and sour fish</i> <i>four season string</i>	Total Quantity/Servings: 500 With four (4) variants of dishes particularly (fish or seafood/chicken/beef/pork) • <i>Plain rice</i> <i>sweet and sour</i> <i>pork</i>

<p>(125 servings)</p> <ul style="list-style-type: none"> • Plain rice fish fillet with white sauce chopsuey guisado (125 servings) • Plain rice fried chicken with lemon sauce chopsuey guisado (125 servings) • Plain rice beef with scrambled egg chopsuey guisado (125 servings) <p>Bottled Water (500 servings)</p>	<p>beans (116 servings)</p> <ul style="list-style-type: none"> • Plain rice Two (2) pieces buttered chicken canton guisado (116 servings) • Plain rice Sweet and sour pork four season string beans (115 servings) • Plain rice with chinese beef steak canton guisado (115 servings) <p>Bottled Water (462 servings)</p>	<p>mixed vegetables (125 servings)</p> <ul style="list-style-type: none"> • Plain rice chicken lemon mixed vegetables (125 servings) • Plain rice breaded fish fillet mixed vegetables (125 servings) • Plain rice beef oyster mixed vegetables (125 servings) <p>Bottled Water (500 servings)</p>
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3. The budget estimates for the procurement of food under red category shall be as follows including applicable taxes:

Red Category A – **Php 75,000**

Red Category B – **Php 69,300**

Red Category C – **Php 75,000**

Total Estimated Budget for Red Category – **Php 219,300.**

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