



**REQUEST FOR QUOTATION**  
(Small Value Procurement)

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

Approved Budget for the Contract : Yellow Category A – Php 30,000  
Yellow Category B – Php 30,000  
Yellow Category C – Php 22,638  
**Total Allocated Budget – Php 82,638**

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  
5<sup>th</sup> 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](http://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 YELLOW  
CATEGORY A FOR THE CHRISTMAS PARTY 2019**

**Title:** Procurement of Food for **Yellow Category A**

**Event:** Christmas Party 2019

**Date:** December 12, 2019

**Time:** 11:00 A.M. – 5:00 P.M.

**Place:** Eva Macapagal Terminal, 25<sup>th</sup> St. cor. Railroad St., South Harbor, Port Area, Manila

**A. Purpose:**

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

**B. Yellow Category A Specifications:**

1. The food provider shall supply a total of **five hundred (500) orders/servings** of **Noodle Soup**. The same shall have two (2) variants with quantity as follows:

Chicken Asado Mami – 250 servings

Wanton Mami – 250 servings

2. The estimated budget for the procurement of food for yellow category A shall be **Thirty Thousand Pesos (Php30,000.00)** including taxes.

**C. Booth and Service Requirements:**

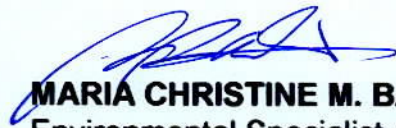
**The Food Provider shall:**

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](mailto: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 YELLOW CATEGORY B FOR THE CHRISTMAS PARTY 2019

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

**Event:** Christmas Party 2019

**Date:** December 12, 2019

**Time:** 11:00 A.M. – 5:00 P.M.

**Place:** Eva Macapagal Terminal, 25<sup>th</sup> St. cor. Railroad St., South Harbor, Port Area, Manila

## **A. Purpose:**

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

## **B. Yellow Category B Specifications:**

1. The food provider shall supply a total of **five hundred (500) orders/servings of pasta**. The pasta dish shall have two (2) variants and quantity as follows:

**Classic Spaghetti – 250 servings**

**Carbonara – 250 servings**

2. The estimated budget for the procurement of food for yellow category B shall be **Thirty Thousand Pesos (Php30,000.00)** 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](mailto:mcmbautro@ppa.com.ph)

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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 YELLOW CATEGORY C FOR THE CHRISTMAS PARTY 2019

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

**Event:** Christmas Party 2019

**Date:** December 12, 2019

**Time:** 11:00 A.M. – 5:00 P.M.

**Place:** Eva Macapagal Terminal, 25<sup>th</sup> St. cor. Railroad St., South Harbor, Port Area, Manila

## **A. Purpose:**

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

## **B. Yellow Category C Specifications:**

1. The food provider shall supply a total of **four hundred sixty two (462) orders/servings** of **baked potato/macaroni salad**. The same shall have quantity and description as follows:

Baked potato with cheese and bacon toppings – 200 servings

Macaroni salad – 262 servings

2. The estimated budget for the procurement of food for yellow category C shall be **Twenty Two Thousand Six Hundred Thirty Eight Pesos (P22,638.00)** including taxes.

## **C. Booth and Service Requirements:**

**The Food Provider shall:**

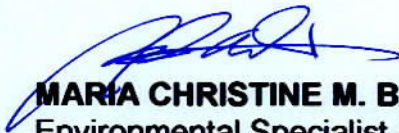
1. Install **one (1) booth or table** with standee/name of their restaurant/store to cover a maximum area of 1.5 square meters for each booth/table.
2. Provide at least one (1) staff each booth.



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](mailto:mcmbautro@ppa.com.ph)

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