



## REQUEST FOR QUOTATION

Company : Philippine Ports Authority  
Bonifacio Drive, South Harbor, Port Area, Manila

Event : Turnover Ceremony and Pasasalamat and Pagpupugay and  
Turn-Over Ceremony Para Kay DM Antonio C. Ignacio, Jr.


Date : December 21, 2018

Venue : Multipurpose Hall, 7<sup>th</sup> Floor, PPA Corporate Building  
South Harbor, Port Area, Manila

Requirement :

1. Catering Services
2. Number of participants is 200
3. Buffet
4. To provide the following:
  - Elegant skirting for buffet table with desired color motif
  - Chairs with seatcovers and round tables with flower centerpiece
  - Trained and uniformed staff and waiters
  - Drinking glasses, chinaware, silverware, goblets & cutleries
  - Purified drinking water and ice for beverages
5. Quotations should not exceed P P130,000.00, the Approved Budget for Contract (ABC). Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
6. All quotations to be submitted must be duly-signed and must accompanied with the following documents: PhilGEPS Registration number, Mayor's Business Permit and omnibus sworn statement.
7. PPA reserves the right to reject any or all quotations at any time prior to award of contract, and to accept quotations as may be considered advantageous to the government.

8. PPA will only reply to Quotations that can accommodate the requirements stated in the foregoing.
9. PPA, as a government office, can settle its obligation via send-bill option only, to be processed within 15-30 working days after the date of the event.
10. Quotations may be hand-carried to the Human Resource Management Department (HRMD) 3<sup>rd</sup> Floor, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila on or before 5:00 pm of December 11, 2018.
11. For further information, you may contact Ms. Elizabeth De Jesus at telephone no. 527-64-38 local 326.



**MARK JON S. PALOMAR**  
Chairperson  
HO-BAC-PGCS  
Philippine Ports Authority



MJM/ELD/kaa12042018



**TERMS OF REFERENCE  
PROCUREMENT OF CATERING SERVICES FOR THE  
PASASALAMAT AT PAGPUPUGAY AND TURN- OVER CEREMONY  
PARA KAY DM ANTONIO C. IGNACIO, JR.**

**1. BACKGROUND**

The Department Manager of Administrative Services Department is due for optional retirement on December 23, 2018. Human Resource Management Department, in fulfillment of its commitment to honor and show appreciation and gratitude to the retiree will conduct the **Pasasalamat and Pagpupugay and Turn-Over Ceremony para kay DM Antonio C. Ignacio, Jr. on December 21, 2018 at the 7<sup>th</sup> Floor Multi-Purpose Hall PPA Corporate Building, South Harbor, Port Area, Manila.**

To support the program, it is necessary to have a good and reliable catering service that will provide meal. This defrays our difficulty in meal preparation and distribution.

<b>Program</b>	<b>Schedule</b>	<b>No. of guests</b>	<b>Cost</b>
Pasasalamat at Pagpupugay and Turn-Over Ceremony para kay DM Antonio C. Ignacio, Jr.	December 21, 2018	200 guests	P 130,000.00

**2. PROJECT DESCRIPTION**

**2.1 Project Duration**

The program is on December 21, 2018.

**2.2 Scope of Services**

- 2.2.1 The catering service provider is expected to ingress at least one (1) hour before the program;
- 2.2.2 Ensure quality of foods and drinks for two hundred (200) guests;
- 2.2.3 The serving type is managed buffet. Menu consists of five (5) viands of meat (beef, pork and chicken), side dish (soup and sauté), appetizer, vegetable, rice, desert, water and juice.
- 2.2.4 Trained staff/waiters for the assistance in distribution of foods and drinks;
- 2.2.5 Elegant skirting for buffet table with desired color motif;
- 2.2.6 Chairs with seat-covers and round tables with flower centerpieces; and
- 2.2.7 Drinking glasses, chinaware, goblets & cutleries.

### 3. QUALIFICATIONS

The required qualifications of the caterer are presented below:

- 3.2.1 Knowledgeable in food safety - for legal purposes, knows how to serve and prepare food safely and in hair protect the customers and prevents illness;
- 3.2.2 Caterers need to have ability to manage others. Those who run their own businesses need to be able to hire talented and skilled staff, including cooks and waiters;
- 3.2.3 Ability to work with the public. Keeping clients happy is an essential part of the job; and
- 3.2.4 Having good organizational skills, to work under pressure, energetic, strong communication skills, responsible and trustworthy.

### 4. Payment

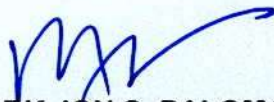
Payment will be processed for issuance of BUR/DV and Check upon submission and acceptance of service and original invoice with the following documents:


- PhilGEPS Registration
- OMNIBUS SWORN STATEMENT
- Mayor's Permits or Business Permits

### 5. BUDGET

The budget estimates for the procurement of caterer to deliver the foods for the **Pasasalamat and Pagpupugay and Turn-Over Ceremony para kay DM Antonio C. Ignacio, Jr.** amounted to **ONE HUNDRED THIRTY THOUSAND PESOS ONLY (P130,000.00)**, inclusive of VAT.

Funding shall be chargeable against the PPA-Approved Learning and Development Programs and Budget Funds CY 2018.

  
**MARK JON S. PALOMAR**  
Manager  
Human Resource Management Department

  
MARK W. ELDON  
12042018  
