



REQUEST FOR QUOTATION

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

Event : Pasasalamat and Pagpupugay
Para Kay DM Marjorie R. Rola


Date : December 20, 2018

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

Requirement :

1. Catering Services
2. Number of guests is 100
3. Manage Lunch 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 P65,000.00, 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, OMNIBUS SWORN STATEMENT and Mayor's Permit or Business Permit.
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) 3rd Floor, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila on or before 5:00 pm of December 18th, 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



MFM/RCR/ELLU/mmqv12112018

**TERMS OF REFERENCE
PROCUREMENT OF CATERING SERVICES FOR THE
PASASALAMAT AT PAGPUPUGAY PARA KAY DM MARJORIE R. ROLA**

1. BACKGROUND

Department Manager Rola, Office of the General Manager for Operations is due for optional retirement on December 31, 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 para kay DM Marjorie R. Rola on December 20, 2018** at the **7th 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.

Program	Schedule	No.of guests	Cost
Pasasalamat at Pagpupugay para kay DM Marjorie R. Rola	December 20, 2018	100 guests	P 65,000.00

2. PROJECT DESCRIPTION

2.1 Project Duration

The program is lunch time from 11:00 A.M. - 1:00 P.M.

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 One hundred (100) 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 DM Marjorie R. Rola** amounted to **SIXTY-FIVE THOUSAND PESOS ONLY (P65,000.00)**, 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


MFM/RCR/ELD/jm/qv12122018