BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

REQUEST FOR QUOTATION

Name of Procurement	:	Venue and Catering Services for the Conduct of CY 2026 Annual General Assembly of the Port Management Office - Mindoro
Approved Budget for the Contract (ABC)	:	Php 310,600.00

1. Please submit your price/quotation in accordance with the attached Terms of Reference and Quotation/Schedule of Bid Prices (Annex "B") on or before the prescribed deadline.

2. Quotations may be submitted via email, courier or personal delivery to the Bids and Awards Committee (BAC), through the Bids and Awards Committee Secretariat, PPA PMO Mindoro, Port Area, San Antonio, Calapan City, Oriental Mindoro not later than 10:00 a.m. on 01 December 2026.

3. Prospective suppliers shall submit the following documentary requirements duly signed by the supplier or its authorized representative:

    1. Duly Signed Price Quotation Form;
    2. Duly Signed Terms of Reference;
    3. Copy of valid PhilGEPS Certificate of Registration;
    4. Copy of valid Mayor's Permit or Business Registration Permit; and
    5. Copy of duly notarized Omnibus Sworn Statement.

4. Liquidated damages equivalent to one-tenth (1/10) of one percent (1%) of the value of the undelivered or unperformed portion of the contract shall be imposed for every day of delay until the required services are completed and accepted.

5. Failure to comply with the documentary and technical requirements shall be a ground for disqualification subject to the applicable procurement rules and regulations.

LEO A. ROMERO
BAC Chairperson

26 November 2026

PORT MANAGEMENT OFFICE OF MINDORO
PPA Administrative Building, Port Area
San Antonio, Calapan City 5200 Philippines
Tel. No.: (043) 288-6843 / (043) 441-6671 / (043) 738 9022
email: pmomindoro@ppa.com.ph / www.ppa.com.ph

Annex "A"

Price Quotation Form

Date : _____

The Chairperson
Bids and Awards Committee (BAC)
Philippine Ports Authority
Port Management Office – Mindoro
Port Area, San Antonio
Calapan City, Oriental Mindoro

Dear Sir:

Having carefully read and accepted the terms and conditions of the Request for Quotation (RFQ) for the procurement of the project entitled: **Venue and Catering Services for the Conduct of CY 2026 Annual General Assembly of the Port Management Office - Mindoro**, we hereby submit our quotation in accordance with the prescribed requirements.

The total quoted price inclusive of all applicable taxes and other charges is _____ _____ (Php _____).

We undertake to provide the required services in accordance with the schedule, specifications and other requests stipulated in the Terms and Reference (TOR) and Purchase Order (P.O.)

Very truly yours,

Signature : _____
Name of Bidder/Authorized Representative : _____

Position/Designation : _____

Company Name : _____

PhilGEPS Reg. No. : _____

Tax Identification Number : _____

Contact Number : _____

Email Address : _____

Annex "B"

Philippine Ports Authority
PORT MANAGEMENT OFFICE - MINDORO
Port Area, San Antonio, Calapan City
Oriental Mindoro

SCHEDULE OF BID PRICES

Name of Procurement : Venue and Catering Services for the Conduct of CY 2026 Annual General Assembly of the Port Management Office - Mindoro

Check appropriate Registration: VAT ☐ Non-VAT ☐

PR No. : 663-1126
Date : 24-Nov-26

Quantity	Unit	Articles / Particulars	Unit Cost	Total Cost
1	Lot	Provision of venue and meals consisting of the following: a. 244 Breakfast (Silog meals - Packed) b. 244 AM Snacks (Sandwich - Packed) c. Buffet Lunch for 244pax (Chicken, Vegetable, Rice and Dessert) d. 244 PM Snacks (Pasta/Pansit with Bread - Packed) e. Buffet Dinner for 244pax (Beef, Fish, Soup, Vegetable, Rice, Lechon and Dessert) Other inclusions: -Free flowing Coffee, Tea, Juice and Water for the entirety of the event -Halal option for Muslim attendees -AM and PM Pica-Pica -Food label for Buffet -Fully Airconditioned Venue good for 244pax -Full Audio and Visual Equipment setup -Tables and chairs for 244pax with Silverwares, Flatwares, Cutleries and Glasswares -Decoration for entire venue -Atleast four (4) well-trained and uniformed food attendants/staff during the event.	_____	_____
Purpose :		To be utilized during the conduct of the Annual General Assembly of PMO Mindoro on December 10, 2026.		

PRICES QUOTED VALID UNTIL : _____
ITEMS WILL BE DELIVERED ON : _____
WARRANTY PERIOD (IF ANY) : _____
OTHER TERMS (IF ANY) : _____

Having carefully read and accepted your Terms of Reference and General Conditions, I/We hereby submit our quotation for the item/s at the prices indicated above.

Signature : _____

Name of Bidder/Authorized Represntative : _____

Position/Designation : _____

Name of Company : _____

TERMS OF REFERENCE FOR THE PROCUREMENT OF VENUE AND CATERING SERVICES FOR THE CONDUCT OF CY 2026 ANNUAL GENERAL ASSEMBLY OF THE PORT MANAGEMENT OFFICE – MINDORO

I. INTRODUCTION

In accordance with the approved Annual Procurement Plan, Port Management Office-Mindoro shall conduct its CY 2026 Annual General Assembly on 10 December 2026 for 244 participants.

The activity aims to provide a venue for management and personnel to review organizational accomplishments, discuss operational and administrative concerns, communicate management directions and strengthen coordination towards the attainment of organizational targets.

The procurement of venue and catering services shall be undertaken with due consideration of economy, efficiency, suitability and value for money, consistent with existing government procurement, accounting and auditing rules and regulations.

II. SCOPE OF SERVICE AND REQUIREMENTS

1. Food and Catering Services

The service provider shall provide the following meals and refreshments for 244 participants in accordance with the approved program of activities:

- Breakfast – packed rice meal with viand and egg;
- a.m. Snacks – packed sandwich;
- Buffet Lunch – chicken, vegetable dish, rice and dessert;
- p.m. Snacks – packed pasta or pancit with bread;
- Buffet Dinner – beef, fish, soup, vegetable dish, rice, lechon and dessert;
- Coffee, tea, juice and potable drinking water throughout the official activity; and
- Halal meals and other necessary dietary alternatives as applicable within the contracted number of meals.

The services shall include:

- Adequate food portions for all participants;
- Proper food labeling, including identification of dishes containing pork and common allergens;
- Adequate buffet stations to facilitate orderly food service;
- Appropriate dinnerware, cutlery, glassware and serving equipment; and
- Sufficient well-trained and properly uniformed food attendants to ensure efficient and sanitary food service throughout the activity.

2. Venue and Facilities

The service provider shall provide a suitable, fully air-conditioned venue that can comfortably and safely accommodate 244 participants, inclusive of the following:

- Adequate tables and chairs;
- Functional stage or presentation area;
- Lectern or podium;
- Sound system with at least two microphones;
- Multimedia projector and screen or equivalent;
- On-site technical assistance throughout the activity;
- Adequate lighting and ventilation;
- Clean and accessible restrooms;
- Accessible entrances and facilities for persons with disabilities;
- Unobstructed emergency exits and appropriate fire safety equipment;
- Simple and functional physical arrangements appropriate for an official government activity.

The venue shall be available for the entire duration of the approved program, including the necessary preparation and equipment testing.

3. Food Safety and Sanitation

The service provider shall comply with applicable food safety, health and sanitation regulations and maintain valid permits and certifications, as required.

All meals shall be freshly prepared, properly handled, stored, transported and served under sanitary conditions. Food handlers shall observe proper personal hygiene at all times.

4. Timeliness of Service

Meals and refreshments shall be ready at least thirty (30) minutes before the scheduled serving time.

The venue, facilities and equipment shall be fully prepared, operational and available for inspection prior to the commencement of the activity.

5. Use of Sustainable Materials

In compliance with PPA Memorandum Circular No. 11-2021, the use of unnecessary single-use plastic products is prohibited.

The service provider shall utilize reusable, biodegradable, compostable or other environmentally sustainable alternatives and shall ensure proper waste segregation, collection and disposal.

III. TERMS AND CONDITIONS

1. All quotations shall be duly signed by an authorized representative and accompanied by the applicable documentary requirements.
2. Quotations shall indicate the unit cost per participant, cost breakdown of meals, venue and other inclusions, applicable taxes and total contract price.

3. Evaluation and award shall be undertaken in accordance with applicable government procurement laws, rules and regulations.

4. The contract price shall be inclusive of all applicable taxes, labor, equipment, supplies, transportation, service charges and other incidental expenses necessary for the satisfactory delivery of the contracted services.

5. No additional charges shall be incurred without prior written authorization and compliance with applicable procurement, budgeting, accounting and auditing rules and regulations.

6. Any deficiency or non-compliance with the agreed specifications shall be promptly rectified by the service provider at no additional cost to PPA. Unserved meals, undelivered items and unrendered services shall be subject to appropriate deductions in accordance with the contract.

7. Payment shall be made through a send-bill arrangement based on the actual and duly verified delivery of contracted services subject to satisfactory inspection and acceptance and submission of complete supporting documents in accordance with existing government accounting and auditing rules and regulations.

8. Failure to comply with the contractual obligations shall be subject to applicable penalties and remedies under existing procurement rules and the terms of the contract.

MARCELINA D. ROLDAN
Manager
Administrative Division
Port Management Office - Mindoro

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

   Select one, delete the rest:

   - *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

   - *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.