



## REQUEST FOR QUOTATION

The Philippine Ports Authority Bids and Awards Committee for the Procurement of Goods and Consultancy Services (BAC-PGCS) will undertake the Procurement of Catering Services for the Conduct of the Gender Analysis Training and GAD Planning and Budgeting on May 15 – 18, 2018, per attached Terms of Reference (TOR):

APPROVED BUDGET FOR THE CONTRACT (ABC): P 89,600.00

DEADLINE FOR SUBMISSION OF QUOTATION: May 14, 2018

All quotations must be duly-signed and shall be submitted to BAC Office, 5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or call/email on the following numbers/addresses:

(02) 336 6516      ppati@ppa.com.ph  
ercordova@ppa.com.ph

The required documents such as PhilGEPS Registration, DTI or SEC Registration, Mayor's/Business Permit and Income Tax Return must be submitted after determination by the BAC of the Lowest Calculated and Responsive Quotation.

For further information, please refer to:

BAC Secretariat, Philippines Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., A. Bonifacio Drive,  
South Harbor, Port Area, Manila  
Telephone/ Fax No. 527-4735  
527-8356 to 83 loc 539  
PPA Website: www.ppa.com.ph

  
**ADRIAN FERDINAND S. SUGAY**  
Chairperson, HO-BAC/PGCS

# TERMS OF REFERENCE FOR THE PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF THE GENDER SENSITIVITY TRAINING

## I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct the "Gender Analysis Training" on May 15-16, 2018 and "GAD Planning and Budgeting" on May 17- 18, 2018 at the PPA GAD Center.

The program aims to capacitate members of the GAD Focal Point System to enable to perform their roles in providing technical assistance to offices or units within their agency on the preparation of the Gender and Development (GAD) Plan and Budget. This also intends to aid the agency in crafting its GAD Plan that supports programs and projects that bring improvements not only to the lives of PPA's employees but also to the port community which involves cargo handling operators, port users and other PPA stakeholder.

## II. SCOPE OF SERVICES AND REQUIREMENTS

1. Event is for four (4) days from 8:00 am – 5:00 pm.
2. Catering services good for 56 pax at the rate of Php 400.00/head and provision of the following:
  - AM/PM Snacks and Lunch for two (4) days
  - Free flowing coffee or tea
  - Standard physical and floral arrangement
  - Uniformed food attendants
  - Chinawares, silverwares and utensils
3. Proposed menu should be a variety.
4. Estimated number of participants is based on minimum of 40 pax but may change based on actual.
5. Quotations should not exceed the approved budget for meals in the total amount of P 89,600.00 inclusive of applicable government taxes.
6. PPA, as a government office, can settle its obligation via send-bill arrangement only, to be processed within 15-30 working days.

## III. PPA RESPONSIBILITIES

1. Implement the workshop, as practicable as possible and mindful of the PPA rules and regulations governing the procurement of a service provider.
2. Pay the Service Provider the package rate agreed upon during the procurement process.

#### IV. BUDGET

The budget estimates for the procurement of Catering Service for the delivery of Training/Seminar shall be P 89,600.00, inclusive of taxes.

TRAINING	AMOUNT
Gender Analysis Training	P 44,800
GAD Planning and Budgeting	P 44,800
<b>TOTAL</b>	<b>P 89,600</b>

Funding shall be chargeable against the approved CY 2018 PPA Learning and Development Programs.

Any inquiries/ clarification can be coursed through to Mr. Eddie R. Cordova, Acting Manager, TPMD of PPATI at (02) 336-6516, or [ercordova@ppa.com.ph](mailto:ercordova@ppa.com.ph)

Prepared by:

  
**EDDIE R. CORDOVA**  
Acting Manager, TPMD

Approved by:

  
**MARJORIE R. ROLA, Ph. D.**  
Department Manager  
PPA Training Institute





May 4, 2018

**MEMORANDUM**

FOR : The Chairperson, BAC-PGCS  
THRU : The Head, BAC Secretariat  
FROM : The Manager, PPATI  
SUBJECT : **REQUEST FOR SMALL VALUE PROCUREMENT**

Based on the approved CY 2018 PPA Learning and Development Programs, we have scheduled the conduct of the following programs:

PROGRAM	VENUE	DATE
Gender Analysis Training	PPA GAD Center	May 15 – 16, 2018
GAD Planning and Budgeting	PPA GAD Center	May 17 – 18, 2018

In this connection, may we respectfully request the BAC-PGCS for the procurement of Catering Service Provider for the said program.

Attached are the TOR, PR and the BUR for your reference.

For your consideration.

Thank you.

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**MARJORIE R. ROLA, Ph. D.**

Encls : As Stated



# PURCHASE REQUEST

PHILIPPINE PORTS AUTHORITY

Department: **PPA Training Institute\_HO**  
Section:

PR No.: HO-26071-18  
Date: 07-MAY-18

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
NPS-PPA435	SET	AM/PM Snacks and Lunch x 4 Days	56.00	1.00	56.00
<b>Total - PPA Training Institute_HO</b>					<b>56.00</b>

Purpose:

For the procurement of catering services for the conduct of Gender Analysis Training scheduled on May 15-16, 2018 and GAD Planning and Budgeting on May 17-18, 2018 at PPA Head Office.

Requested By:

Signature: \_\_\_\_\_  
Printed Name:  
Designation:

*Kriselle Maika Factor Padul*  
Kriselle Maika Factor Padul  
PR Preparer *KMF*

Approved By:

*Marjorie R. Rola*  
Marjorie R. Rola, Ph.D.  
PR Approver *MRR*



# PURCHASE REQUEST

PHILIPPINE PORTS AUTHORITY

Department: **PPA Training Institute\_HO**  
Section:

PR No.: HO-25986-18

Date: 02-MAY-18

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
NPS-PPA435	SET	AM/PM Snacks x 4 days	52.00	1.00	52.00
<b>Total - PPA Training Institute_HO</b>					<b>52.00</b>

Purpose:


For the procurement of catering services for the conduct of the Gender Analysis Training scheduled on May 15-16, 2018 and GAD Planning and Budgeting on May 17-18, 2018 at PPA Head Office.

Requested By:


Signature:

Printed Name:

Designation:

  
Kriselle Maika Factor Padul  
PR Preparer *for me*

Approved By:

  
Marjorie R. Rola Ph.D.  
PR Approver *me*

May 7, 2018

Ma'am,

Good afternoon! For cancellation due to change in no. of pax.

Thank you so.  
Franny

PHILIPPINE PORTS AUTHORITY TRAINING INSTITUTE

GENDER ANALYSIS TRAINING  
 May 15-16, 2018  
 PPA GAD Center

ESTIMATED BUDGET

PARTICULARS		RATE	NO. OF PAX	NO. OF DAYS/HRs	TOTAL
1. Food					
- Participants		400.00	52		41,600.00
- Resource Person, Training Coordinator and Staff		400.00	4	2	3,200.00
<b>TOTAL</b>					<b>44,800.00</b>

Chargeable against CY 2018 Learning and Development Programs and Budget

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PHILIPPINE PORTS AUTHORITY TRAINING INSTITUTE

GAD PLANNING AND BUDGETTING

May 17-18, 2018  
PPA GAD Center

ESTIMATED BUDGET

PARTICULARS		RATE	NO. OF PAX	NO. OF DAYS/HRs	TOTAL
1.	Food				
	- Participants	400.00	52	2	41,600.00
	- Resource Person, Training Coordinator and Staff	400.00	4	2	3,200.00
<b>TOTAL</b>					<b>44,800.00</b>

Chargeable against CY 2018 Learning and Development Programs and Budget

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