TERMS OF REFERENCE FOR CATERING SERVICES: MEALS RE: CONDUCT UNCTAD TRAINFORTRADE PORT MANAGEMENT PROGRAMME (TFT PMP), MODERN PORT MANAGEMENT COURSE, CYCLE 4 MODULE 7. THE ADMINISTRATIVE AND LEGAL MANAGEMENT

I. INTRODUCTION

The Philippine Ports Authority, in partnership with United Nations Conference on Trade and Development (UNCTAD) has scheduled the conduct of Module 7. The Administrative and Legal Management on August 22-26, 2022 in PMO Zamboanga del Norte which will entail meals for its participants.

II. SCOPE OF SERVICES

1. **The supplier shall provide the following during the conduct of Module 7:**

   1.1 Set up for 35 pax per day for five (5) days for the participants, UNCTAD Experts, Local trainers and Working Committee.

   1.2 Meals:
   a. **AM/PM Snacks and Buffet Lunch for the duration of the program;**
   b. **Additional Buffet dinner for 35 pax during fellowship night on day 5, August 26, 2022. (Note: PM snacks converted to fellowship meals);**
   c. **Food label per meal;**
   d. **Proposed menu should be a variety and includes halal food for Muslim participants; and**
   e. **Physical and floral arrangement on buffet table;**

2. **Estimated number of participants is based on minimum but may be subject to change per actual.**

3. **Quotations should not exceed the Approved Estimated Budget for meals and accommodation.**

III. TERMS AND CONDITIONS

1. **All quotations to be submitted must be duly signed by an authorized representative, and accompanied with the prescribed documentary requirements.**

2. **PPA will only reply to quotations that can provide/comply with the requirements stated in the forgoing.**