

**TERMS OF REFERENCE FOR THE PROCUREMENT OF
CATERING SERVICES FOR THE CONDUCT OF THE ORIENTATION
FOR NEWLY-HIRED PERSONNEL**

I. INTRODUCTION

Based on the approved CY 2018 PPA Learning and Development Programs, the PPATI is scheduled to conduct the "Orientation for Newly-Hired Personnel" on February 27-March 1, 2018 at the PPA Training Institute.

The said activity aims to introduce newly-hired employees to PPA's organization, mandate, vision, mission, general structure and operations, port performance, port modernization program, and its other priority goals and programs. It also intends to familiarize the participants with PPA's personnel policies, procedures and compensation benefits.

II. SCOPE OF SERVICES AND REQUIREMENTS

1. Event is for three (3) days from 8:00 am – 5:00 pm.
2. Catering services good for 50 pax at the rate of Php 400.00/head and provision of the following:
 - AM/PM Snacks and Lunch for three (3) 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 Php 72,000.00 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. Prepare and follow-up payment process and pay the Service Provider the package rate agreed upon during the procurement process, through their representatives.

IV. BUDGET


The budget estimates for the procurement of Catering Service Provider for the delivery of Training/Seminar shall be P 72,000.00, inclusive of taxes.

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

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