

**TERMS OF REFERENCE FOR THE WORKSHOP
ON THE DELIVERY OF NON-ORGANIC TRAINING
[INTEGRATED PORT OPERATIONS COURSE (IPOC)]**

I. INTRODUCTION

In line with PPA's vision to provide port services of global standards, the PPA Training Institute (PPATI) continually improves its training services to professionalize the port sector and to standardize its training courses as well as to capacitate its accredited pool of trainers.

In this connection, the PPATI is scheduled to conduct the Workshop on the Delivery of Non-Organic Training specifically on "Integrated Port Operations Course" (IPOC) on November 27 to December 1, 2017 at the PPA Training Institute.

II. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the requirements stated below during the conduct of the above-mentioned program:

1. Event is for five (5) days from 8:00 am – 5:00 pm.
2. Catering services good for 24 pax at the rate of Php 400.00/head and provision of the following:
 - AM/PM Snacks and Lunch for five (5) 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 24 pax but may change based on actual.
5. Quotations should not exceed the approved budget for meals in the total amount of Php 48,000.00 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 Service Provider for the Catering Services is chargeable against the Training and Scholarship Expenses-Non-Organic of the PPA Training Institute, as follows:

Particulars	No. of Participants	No. of Days	Amount
AM/PM Snacks and Lunch	24 participants, resource persons and training staff	5	Php 48,000.00

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