



REQUEST FOR QUOTATION

Company : **Philippine Ports Authority**
Bonifacio Drive, South Harbor, Port Area, Manila

Event : **Welcome Dinner for the Delegates and Guests
of the 10th Philippine Ports and Shipping 2019
Exhibition and Conference**

Date : **February 20, 2019**

Time : **7:00 am – 10:00 pm**

Place : **Manila, Pasay, other nearby areas only**

Requirements :

1. Either pool or garden from 7:00–10:00 pm.
2. Buffet Dinner for 150 pax. Please provide for the following:
 - Complete dinner set-up for 150 pax;
 - Food label per meal;
 - Stage and rostrum with microphone;
 - Philippine Flag for display at the venue and the Philippine National Anthem music ready to be played by the technician before the start of the dinner;
 - In-house cultural show performers
3. Theme is barbeque. Proposed buffet menu should be a variety that will cater to Filipino guests and foreigners. Aside from the buffet menu, we require additional barbeque grills to be set up on site for cook-on-the-spot dishes such as pork-on-skewers, shrimp-on-skewers, etc.
4. We require a venue with pool or garden area but please provide a backup area should it rain on the night of the event.
5. Note that these are our minimum requirements. Actual number of pax may change based on actual.

6. A Rating of Lease of Venue shall be accomplished by the PPA. Submitted quotations are considered responsive if it has achieved a Ninety-Five Percent (95.00%) or higher rating.
7. Quotations should not exceed **Php550,000.00, the Approved Budget for Contract (ABC)**. Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
8. All quotations to be submitted must be duly-signed and must be accompanied with the following documents: PhilGEPS Registration Number, Updated Mayor's Permit, Income/Business Tax Return and Notarized Omnibus Sworn Statement.
9. PPA reserves the right to reject any or all quotations at any time prior to award of Contract, and to accept quotations as may be considered advantageous to the government.
10. PPA will only reply to Quotations that can accommodate the requirements stated in the foregoing.
11. PPA, as a government office, can settle its obligation via send-bill option only, to be processed within 15-30 working days.
12. Quotations may be hand-carried to the Corporate Planning Department, 5th floor PPA Building, Bonifacio Drive, South Harbor, Manila or emailed to Ms. Rita Estilon at erpestilon@ppa.com.ph on or before 5:00pm of **January 28, 2019**.
13. For further information, you may contact Ms. Edwina Rita Estilon at (02) 954-8800 local 509.

Noted:



ANGELINA A. LLOSE

Manager, Corporate Planning Department
End-User