



REQUEST FOR QUOTATION

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

EVENT : Module 1. International Trade and Transport
UNCTAD TrainForTrade Port Management Programme
Modern Port Management Course (Cycle 3)

DATE : March 4-8, 2019

PLACE : Manila

REQUIREMENTS :

1. Event is for five (5) days and proposed set-up is good for 37 pax.
2. Conference Room particulars and provision of the following:
 - a. Available from 8:00 am to 7:00 pm and U-shape conference table;
 - b. Registration table and separate table for the UNCTAD Expert, Local Trainers and Secretariat;
 - c. Free-flowing coffee, tea and water;
 - d. Function room with PA system and LCD Projector, rostrum, four (4) wireless microphone and lapel microphone for the resource persons;
 - e. Philippine Flag for display at the venue and provision of the Philippine National Anthem for the Opening and Closing Ceremonies;
 - f. Dedicated/stand-by Audio/video and IT technicians for the whole duration of the sessions
 - g. At least two (2) stand-by waiters during the session;
 - h. Free Wi-Fi access and dedicated router (internet connection at least 12 MBps);
 - i. No electricity charge for the laptops, printer and electricity use;
 - j. Flipchart and whiteboard with markers and erasers;
 - k. Complimentary Internet and parking coupons;
 - l. Telephone units with outside line for local calls; and
 - m. Pads and pencils for the participants and trainers.
3. Meals:
 - a. AM/PM Snacks and Buffet Lunch for five (5) days;
 - b. Ten (10) AM snacks for the guests during the Opening Ceremony;
 - c. Forty (40) Buffet Dinner during the Welcome Dinner on March 7, 2019;
 - d. Food label per meal;
 - e. Proposed menu should be a variety; and
 - f. Physical and floral arrangement on buffet table.

4. Hotel accommodation for the two (2) UNCTAD Experts for six (6) nights with the following inclusions:
 - a. Complimentary daily buffet breakfast
 - b. Complimentary bottled mineral water
 - c. Coffee and tea making facilities
 - d. Safety deposit box in the room
 - e. Wifi access per room
5. Estimated number of participants is based on minimum of 37 pax from March 4-8, 2019 and 40 pax during Welcome Dinner on March 7, 2019.
6. Quotations should not exceed Php 338,300.00, the Approved Estimated Budget for meals and accommodation of trainers. Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
7. 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.
8. PPA will only reply to quotations that can provide/comply with the requirements stated in the foregoing.
9. PPA, as a government office, can settle its obligation via send-bill arrangement only, which will be to be processed within 15-30 working days.
10. Quotations may be hand-carried to the PPA Training Institute, South Harbor, Port Area, Manila or emailed at ppati@ppa.com.ph on or before 5:00 pm, January 29, 2019.
11. For further information and clarification, you may get in touch with the undersigned at Telephone Nos. 02-3366512/3366516/3366515.

for: 
MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

TERMS OF REFERENCE

LEASE OF VENUE WITH MEALS FOR THE CONDUCT OF MODULE 1. INTERNATIONAL TRADE AND TRANSPORT OF THE UNCTAD TRAINFORTRADE PORT MANAGEMENT PROGRAMME MODERN PORT MANAGEMENT COURSE, CYCLE 3

I. INTRODUCTION

The General Manager has approved the conduct of the UNCTAD TrainForTrade Port Management Programme (TFT PMP), Modern Port Management Course (Cycle 3) and the corresponding Special Order for PPA participants was issued.

Relative to this, the PPA in partnership with UNCTAD TFT PMP, has scheduled the conduct of Module 1: International Trade and Transport of the "Modern Port Management Course" (Cycle 3) on March 4-8, 2019 in Manila for the identified participants which shall entail a lease of venue with meals with an approved estimated budget of Three Hundred Thirty-Eight Thousand Three Hundred Pesos (Php338,300.00).

II. SCOPE OF SERVICES

The supplier shall provide the following:

1. Set up for proposed number of participants – 37 pax
2. Conference Room particulars:
 - a. Available from 8:00 am to 7:00 pm and U-shape conference table;
 - b. Registration table and separate table for the UNCTAD Expert, Local Trainers and Secretariat;
 - c. Free-flowing coffee, tea and water;
 - d. Function room with PA system and LCD Projector, rostrum, four (4) wireless microphone and lapel microphone for the resource persons;
 - e. Philippine Flag for display at the venue and provision of the Philippine National Anthem for the Opening and Closing Ceremonies;
 - f. Dedicated/stand-by Audio/video and IT technicians for the whole duration of the sessions
 - g. At least two (2) stand-by waiters during the session;
 - h. Free Wi-Fi access and dedicated router (internet connection at least 12 MBps);
 - i. No additional charge for the laptops, printer and electricity use;
 - j. Flipchart and whiteboard with markers and erasers;
 - k. Complimentary Internet and parking coupons;
 - l. Telephone units with outside line for local calls; and
 - m. Pads and pencils for the participants and trainers.

3. Meals:
 - a. AM/PM Snacks and Buffet Lunch for five (5) days;
 - b. Ten (10) AM snacks for the guests during the Opening Ceremony;
 - c. Forty (40) Buffet Dinner during the Welcome Dinner on March 7, 2019;
 - d. Food label per meal;
 - e. Proposed menu should be a variety; and
 - f. Physical and floral arrangement on buffet table.
4. Hotel accommodation for the two (2) UNCTAD Experts for six (6) nights with the following inclusions:
 - a. Complimentary daily buffet breakfast
 - b. Complimentary bottled mineral water
 - c. Coffee and tea making facilities
 - d. Safety deposit box in the room
 - e. Wifi access per room
5. Estimated number of participants is based on minimum of 37 pax from March 4-8, 2019 and 40 pax during Welcome Dinner on March 7, 2019.
6. Quotations should not exceed the Approved Estimated Budget of Php338,300.00, the Approved Estimated Budget for meals and accommodation of trainers. Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.

III. TERMS AND CONDITIONS

1. All quotations to be submitted must be duly signed by an authorized representative, and accompanied with the following documentary requirements:
 - a. PhilGeps Registration Number;
 - b. Mayor's/Business Permit; and
 - c. Omnibus Sworn Statement with Secretary's Certificate authorizing the representative to sign for and on behalf of the company.
2. 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.
3. PPA will only reply to quotations that can provide/comply with the requirements stated in the foregoing.
4. PPA, as a government office, can settle its obligation via send-bill arrangement only, which will be to be processed within 15-30 working days.

5. Quotations may be hand-carried to the PPA Training Institute, South Harbor, Port Area, Manila or emailed at ppati@ppa.com.ph **on or before 5:00 pm, January 29, 2019.**

IV. BUDGET

1. The Approved Estimated Budget of the Contract for meals and accommodation is Php338,300.00, inclusive of applicable government taxes.
2. Funding shall be chargeable against the CY 2019 PPA Learning and Development Programs and Budget.

For further information and clarification, you may get in touch with the undersigned at Telephone Nos. 02-3366512/3366516/3366515.


MARYGENE F. MONTENEGRO
Acting Manager, PPA Training Institute