



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Lease of Venue with Meals Re Conduct of Module 8 UNCTAD Trainfortrade Port Management Programme (TFT PMP), Modern Port Management Course, Cycle 3**

Approved Budget for the Contract : **P 363,600.00**

Deadline for Submission : **February 12, 2020**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Omnibus Sworn Statement and Secretary Certificate/Special Power of Attorney.

Quotations shall be submitted in person to the Manager, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
954-88-00 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,

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

**TERMS OF REFERENCE FOR
LEASE OF VENUE WITH MEALS RE CONDUCT OF MODULE 8
UNCTAD TRAINFORTRADE PORT MANAGEMENT PROGRAMME (TFT PMP),
MODERN PORT MANAGEMENT COURSE, CYCLE 3**

I. INTRODUCTION

The Philippine Ports Authority in partnership with United Nations Conference on Trade and Development (UNCTAD) has completed the conduct of Modules 1-7 of the Modern Port Management Course (Cycle 3) held at The Bayleaf Intramuros Hotel, Manila.

Relative to this, the Authority has already scheduled the conduct of Module 8. Technical Management and Human Resource Development on February 2020 in Manila which will entail a lease of venue with meals with an approved estimated budget of **Three Hundred Ninety-Nine Thousand Five Hundred Pesos (Php399,500.00)**:

II. SCOPE OF SERVICES

1. The supplier shall provide the following during the conduct of Module 8:

- 1.1 Set up for 37 pax per day for five (5) days for the participants, UNCTAD Experts, Local trainers and Working Committee.
- 1.2 Conference Room particulars:
 - a. Available from 8:00 am to 6:00 pm and U-shape conference table for the whole duration of the programs;
 - b. Registration table and separate table for the UNCTAD Expert, Local Trainers and Working Committee;
 - 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) for the whole duration of the program;
 - i. No electricity charge for the laptops, printer and electricity use;
 - j. Flipchart and whiteboard with markers and erasers;
 - k. Complimentary parking coupons;
 - l. Telephone units with outside line for local calls; and
 - m. Pads and pencils for the participants and trainers.

1.3 Meals:

- a. AM/PM Snacks and Buffet Lunch for the duration of the program;
- b. Food label per meal;
- c. Proposed menu should be a variety; and
- d. Physical and floral arrangement on buffet table;

1.4 Hotel accommodation for the two (2) UNCTAD Experts for seven (7) 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

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 of trainers in the total amount of Php363,600.00 Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.

a. 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 foregoing.
3. PPA, as a government office, can settle its obligation via send-bill arrangement only, which will be to be processed within 7-15 working days.


MARYGENE F. MONTENEGRO
Acting Manager, PPA Training Institute