



**REQUEST FOR QUOTATION**  
**(Small Value Procurement)**

Name of Project : **Lease of Venue with Meals for the Conduct of Port Executives' Conference 2020 (1<sup>st</sup> Quarter)**

Approved Budget for the Contract : **P 712,296.00**

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, Income/Business Tax Return, 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  
5<sup>th</sup> 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](http://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

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

**Event** : **Port Executives' Conference 2020 (1<sup>st</sup> Quarter)**

**Date** : **March 2-5, 2020**  
3 nights, 4 days

**Area** : **Baguio City**

**Requirements :**

1. Total Number of pax is 65

Check-in on March 2, starting at 2:00 pm

Check-out on March 5, on or before 11:00 am

2. Conference Room Requirements:

- Use of the conference room on the following dates:

March 3, from 8:00am to 7:00pm

March 4, from 8:00am to 7:00pm

- U-shaped style seating arrangement for 55 pax
- Separate secretariat's table for 5 pax
- Around 2-4 microphones, if possible
- White screen, projector and pointer
- Philippine Flag and Philippine National Anthem
- Papers and ballpen
- Stable internet connection
- Flowing water, coffee, tea, and candies *during conference*
- 1 stand-by technician while conference is ongoing to check on the sound system, projector, electrical plugs' connections and extensions, etc.)
- 1 stand-by waiter while conference is ongoing

3. Room Requirements:

- 4 Single Rooms (for 4 pax)
- 28 Twin Sharing Rooms (for 56 pax). *Requirement is 2 single beds per room, i.e. no bed-sharing policy*
- 1 Quad-Sharing Room with extra bed (for 5 pax)

4. Meal Requirements:

- March 2                      *No meals*
- March 3                      Buffet Breakfast  
Plated AM Snacks  
Buffet Lunch  
Plated PM Snacks  
*No Dinner*
- March 4                      Buffet Breakfast  
Plated AM Snacks  
Buffet Lunch  
Plated PM Snacks  
*No Dinner*
- March 5                      Buffet Breakfast

5. Quotations should not exceed **Php712,296.00, the Approved Budget for Contract (ABC).**

6. Amount stated in the Proposed Quotation must be inclusive of applicable government taxes.

7. A Rating of Lease of Venue shall be accomplished by the PPA. Submitted quotations are considered responsive if they have achieved a Ninety Percent (90.00%) or higher rating.

8. All quotations to be submitted must be duly-signed and accompanied with the following documents:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Income/Business Tax Return
- Omnibus Sworn Statement with Secretary's Certificate



9. Quotations may be submitted in person (Corporate Planning Department, 5<sup>th</sup> Floor PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila) or thru email (erpestilon@ppa.com.ph). Quotations/documents sent to any other department/s or email address will not be considered.
10. 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.
11. PPA will only reply to Quotations that can accommodate the requirements stated in the foregoing.
12. PPA, as a government office, will settle its obligation via send-bill option within 15 working days upon receipt of Billing Statement.

  
**ANGELINA A. LLOSE**  
Manager, Corporate Planning Department  
End-User