



REQUEST FOR QUOTATION
(Lease of Venue)

Name of Project : **Lease of Venue for the
Port Executives' Conference
2019 (1st Quarter)**

Approved Budget for the Contract : **Php713,000.00**

Deadline for Submission : **March 8, 2019**

Please quote your best quotation in line with the attached Terms of Reference. Service Provider is required to submit the following: (1) Mayor's/Business Permit, (2) PhilGEPS Registration Number, and (3) Income/Business Tax Return.

Quotations shall be submitted in person (Corporate Planning Department, 5th 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.

For further information, please refer to:

The BAC Secretariat
Philippine Ports Authority
5th Floor, PPA Corporate Bldg.,
Bonifacio Drive, South Harbor, Port Area, Manila
Telephone/Fax No.: 527-4735; 954-88-00 local 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

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

Event : **Port Executives' Conference 2019 (1st Quarter)**

Date : **March 19-22, 2019**
3 nights, 4 days

Area : **Camp John Hay, Baguio City**

Requirements :

1. Check-in is on March 19
Check-out is on March 22
2. Number of pax is 70
3. Conference Room Requirements:
 - Use of the conference room on March 20-21, from 8:00am to 8:00pm
 - U-shaped style seating arrangement for 55 pax
 - Separate secretariat's table for 10 pax
 - Around 6-8 microphones, if possible
 - White screen, projector and pointer
 - Philippine Flag and Philippine National Anthem
 - Papers and ballpen
 - Good and stable internet connection
 - Flowing water, coffee, tea, and candies during conference
 - 1 stand-by technician while conference is ongoing
 - 1 stand-by waiter while conference is ongoing
 - Stand-by generator set/s in case of power failure
4. Room Requirements:
 - 4 Single Rooms (for 4 pax)
 - 30 Twin Sharing Rooms (for 60 pax). *Single beds only i.e. no bed-sharing policy*
 - 2 Triple Sharing Rooms (for 6 pax), *bed-sharing is allowed*
 - - OR – whichever similar scheme is available

5. Meal Requirements:

- March 19 *No meals*

- March 20 Buffet Breakfast
Plated AM Snacks
Buffet Lunch
Plated PM Snacks
Buffet Dinner

- March 21 Buffet Breakfast
Plated AM Snacks
Buffet Lunch
Plated PM Snacks
No dinner

- March 22 Buffet Breakfast

6. Actual number of pax and room accommodations is the minimum requirement. This may change based on actual.

7. Quotations should not exceed **Php713,000.00**, the Approved Budget for Contract (ABC). Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.

8. A Rating of Lease of Venue shall be accomplished by the PPA. Submitted quotations are considered responsive if they have achieved a Ninety-Five Percent (95.00%) or higher rating.

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 7-15 working days after the date of the event.


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