



BONIFACIO DRIVE, SOUTH HARBOR, PORT AREA, MANILA 1018, PHILIPPINES
P.O. BOX 436, MANILA, PHILIPPINES
TEL. NO. (0632) 527-8356, FAX. NO. (0632) 527-4855
<http://www.pna.com.ph>

REQUEST FOR QUOTATION

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

Event : Manager's Role in Capacity Building Seminar/Training

Venue : Executive Lounge, 7th Floor, PPA Corporate Building
South Harbor, Port Area, Manila

Requirement :

1. Catering Services
2. Program details and Budget

Training Program	Date	No. Pax	Approved Training Budget
Manager's Role in Capacity Building (3 Batches)	May 15-16, 2018	45	₱36,000.00
	May 17-18, 2018	45	36,000.00
	August 1-2, 2018	45	36,000.00
TOTAL		135	₱108,000.00

3. Managed Buffet (AM Coffee break, Lunch, PM coffee break)
4. To provide the following:
 - Elegant skirting for buffet table with desired color motif
 - Chairs with seat-covers and round tables with flower centerpiece
 - Trained and uniformed staff and waiters
 - Drinking glasses, chinaware, silverware, goblets & cutleries
 - Purified drinking water, juice, and ice for beverages
5. Quotations should not exceed the Approved Budget for Contract (ABC), **ONE HUNDRED EIGHT THOUSAND PESOS ONLY (₱108,000.00)** inclusive of applicable government taxes.
6. All quotations to be submitted must be duly-signed and accompanied with the following documents:
 - a. PhilGEPS Registration
 - b. DTI or SEC Registration
 - c. Mayor's Permit or Business Permits

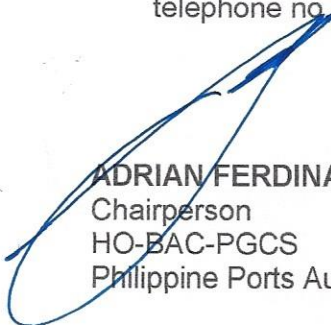
VISION

"By 2020, PPA shall have provided port services of global standards."

MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

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 accommodate the requirements stated in the foregoing.
9. PPA, as a government office, can settle its obligation via send-bill option only, processed within 15-30 working days after the date of the event.
10. Quotations may be hand-carried to the Human Resource Management Department (HRMD) 3rd Floor, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila on or before 5:00 pm of April 06, 2018.
11. For further information, you may contact Ms. Marie Melanie Q. Valdez at telephone no. 527-64-38 or at cpms.hrmd@gmail.com.



ADRIAN FERDINAND S. SUGAY
Chairperson
HO-BAC-PGCS
Philippine Ports Authority