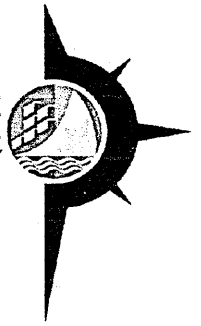




**BAGONG PILIPINAS**

**PHILIPPINE  
PORTS  
AUTHORITY**



**REQUEST FOR QUOTATION**

**(Small Value Procurement)**

**ASD-029-2024**

Name of Project: **Procurement of Hotel Room Accommodation  
Relative to the Conduct of UNCTAD  
Trainfortrade Port Management Programme  
(TFT PMP) Modern Port Management (MPM)  
Course, Cycle 5**

Approved Budget for the Contract : **₱ 184,353.03**

Deadline for Submission : **April 30, 2024**


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's 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,

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

**TERMS OF REFERENCE FOR THE PROCUREMENT OF HOTEL ROOM  
ACCOMMODATION RELATIVE TO THE CONDUCT OF UNCTAD  
TRAINFORTRADE PORT MANAGEMENT PROGRAMME (TFT PMP)  
MODERN PORT MANAGEMENT (MPM) COURSE, CYCLE 5  
(ASD-029-2024)**

**I. INTRODUCTION**

The Philippine Ports Authority, in partnership with United Nations Conference on Trade and Development (UNCTAD) has scheduled the following activities relative to the conduct of the 5<sup>th</sup> Cycle of the TrainForTrade (TFT) Port Management Programme (PMP) Modern Port Management (MPM) Course which will entail a procurement hotel accommodation for UNCTAD trainers. The tentative schedule of the remaining activities are as follows:

	<b>ACTIVITIES</b>	<b>TARGET DATES</b>
1.	<b>Module 5. Methods and Tools of Port Management</b>	May 6-10, 2024
2.	<b>Module 6. Commercial and Economic Management</b>	June 3-7, 2024
3.	<b>Module 7. The Administrative and Legal Management</b>	August 5-9, 2024
4.	<b>Module 8. Technical Management and Human Resource Development</b>	September 2-6, 2024
5.	<b>Mock Oral Dissertation Defense</b>	October 9-10, 2024
6.	<b>Final Oral Dissertation Defense and Certification Program</b>	November 21-22, 2024

**II. SCOPE OF SERVICES**

1. The supplier shall provide the following during the conduct of abovementioned activities:

Room accommodation for UNCTAD experts and local trainers with the following inclusions:

- a. Single occupancy room
- b. With complimentary daily breakfast
- c. With toilet and bath, shower, and lavatory counter
- d. With hot and cold water
- e. With complimentary bottled mineral water
- f. With coffee and tea making facility
- g. With LCD/LED television
- h. With mini refrigerator
- i. With coffee table and chair
- j. With safety deposit box in the room
- k. With Wi-Fi access per room
- l. With complimentary parking space


2. Number of required room and duration of stay per activity are as follows:

	<b>ACTIVITY/TARGET DATE</b>	<b>NO. OF REQUIRED ROOM</b>	<b>DURATION</b>
1.	<b>Module 5</b> May 6-10, 2024	1	4 nights/ room
2.	<b>Module 6</b> June 3-7, 2024	2	6 nights/ room
3.	<b>Module 7</b> August 5-9, 2024	2	6 nights/ room
4.	<b>Module 8</b> September 2-6, 2024	2	6 nights/ room
5.	<b>Mock Oral Dissertation Defense</b> October 9-10, 2024	2	3 nights/ room
6.	<b>Final Oral Dissertation Defense and Certification Program</b> November 21-22, 2024	3	3 nights/ room

3. The number of required rooms and duration of stay are subject to change per actual.
4. Names of guests and the details of their check in/out date and time will be communicated to the hotel at least a week before the target date of each activity.
5. Payment shall be based on actual billing of services rendered per activity and should be inclusive of service charge and all applicable taxes.

### III. TERMS AND CONDITIONS

1. All quotations to be submitted must be duly signed by an authorized representative and accompanied by 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 processed within 30 working days.

  
**MARYGENE F. MONTENEGRO**  
 Manager, PPA Training Institute

TPMD/PMTS  
 DFMF/anc.SVP&TOR-UNCTAD2024