



REQUEST FOR QUOTATION

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

Event : Turnover Ceremony and Pasasalamat and Pagpupugay

Date : May 24, 2018

Venue : 7th Floor, Multipurpose Hall, PPA Corporate Building
South Harbor, Port Area, Manila

Requirement :

1. Catering Services
2. Number of participants is 100
3. Buffet (lunch)
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 and ice for beverages
5. Quotations should not exceed P 65,000.00, the Approved Budget for Contract (ABC). Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
6. All quotations to be submitted must be duly-signed and must accompanied with the following documents: PhilGEPS Registration, DTI or SEC Registration, Mayor's Permit and Income Tax Return.



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, to be 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 May 22, 2018.
11. For further information, you may contact Ms. Elizabeth De Jesus at telephone no. 527-64-38 loc.326

ADRIAN FERDINAND S. SUGAY

Chairperson
HO-BAC-PGCS
Philippine Ports Authority