

14 August 2018

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION

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

EVENT : **FINANCE CONFERENCE CY 2018**

DATE : **October 17-19, 2018**
3Days/2Nights

TIME : **8:00AM to 5:00PM**

PLACE : **SUBIC, ZAMBALES**

REQUIREMENTS:

1. Check – in is on October 18 (Wednesday)
Check - out is on October 20 (Friday)
2. **Set up is good for 70 pax** and provision of the following:
 - Use of one (1) function room, preferably Classroom type
 - Basic sound system and audio equipment such as LCD projector with wide screen.
 - Three (3) Wireless microphones
 - Philippine flag for display at the venue and provision of the Philippine National Anthem for the Opening Ceremonies
 - Separate Secretariat's table/Registration Area with four (4) chairs
 - Flowing coffee/tea/water/candies during the conference replenished daily
 - One (1) dedicated/stand-by technician and one (1) banquet service personnel to attend all meeting arrangement.
 - Dedicated internet connection (at least 4MBps) and stand-by IT-Technician during the conference.
 - No electrical charge for laptops.
 - Flipchart and whiteboard with markers and erasers at the conference room.
 - Registration table, pads and pencils.
 - Standard physical and floral arrangements.
 - Telephone units with outside line for local call.
 - One (1) welcome banner
 - Food for the fellowship for 70 pax at the rate of Php400/head
3. **Hotel Accommodation** for one (1) Quadruple Room and sixty (70) participants (twin sharing rooms) for 2 nights with the following inclusions:
 - Daily buffet breakfast
 - Complimentary bottled water
 - Coffee and tea making facilities, towel and toiletries
 - Wifi access per room

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4. Proposed menu should be variety.

5. **MEALS.**

<u>Date</u>		<u>No. of Participants/ MEALS</u>
October 17	-	70 pax (<i>Buffet Lunch, PM Snacks & Buffet Dinner</i>)
October 18	-	70 pax (<i>AM/PMSnack, Buffet Lunch, & Buffet Dinner</i>)
October 19	-	70 pax (<i>AM/PMSnack, Buffet Lunch, & Buffet Dinner</i>)

6. Actual number of pax and room accommodations may change based on actual.
7. 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%) or higher rating.
8. Quotation should not exceed **Php600,000.00**. the **Approved Budget for Contract (ABC)**. Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
9. All quotations to be submitted must be duly signed and must be accompanied with the following documents:
- PhilGEPS Registration,
 - DTI or SEC Registration,
 - Mayor's Permit and Income Tax Return.
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, can settle its obligation via send-bill option only, to be processed within 15-30 working days after the date of the event.
13. Quotations may be hand-carried to the **Controllership Department**, 3rd floor PPA Building, Bonifacio Drive, South Harbor, Manila or emailed to Ms. Flocerfida Jacobo/Cristine Joy M. Manuel at hofcd@ppa.com.ph on or before **September 15, 2018, 8:00AM – 5:00PM**
14. For further information and clarification, you may contact Ms. Flocerfida F. Jacobo/Cristine Joy M. Manuel at Telefax (02) 336-5152; Trunkline (02) 527-8356 to 83 local 333.

MARK JON S. PALOMAR
Chairperson
HO-BAC-PGCS
Philippine Ports Authority