



## REQUEST FOR QUOTATION

- Name of Project** : Lease of Venue including Meals re the Conduct of Maritime Safety Summit 2019
- Approved Budget for the Contract** : Php 700,000.00
- Deadline for Submission** : August 29, 2019

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid current Mayor's/Business Permit, Philgeps Registration Number and Income Business Tax Return.

All quotations shall be duly signed and submitted in person to the Port Operations and Services Department, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or through email address will not be considered.

For further information, please refer to:

BAC Secretariat, Philippine Ports Authority  
5<sup>th</sup> Floor, PPA Building, Bonifacio Drive,  
South Harbor, Port Area, Manila  
Te/Fax No. 5274735  
5278356 to 83 loc 539  
PPA website: [www.ppa.com.ph](http://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 FOR LEASE OF VENUE INCLUDING MEALS RE THE CONDUCT OF MARITIME SAFETY SUMMIT 2019**

### **I. INTRODUCTION**

The Maritime Industry Authority (MARINA) in collaboration with the Philippine Ports Authority (PPA) and Philippine Coast Guard (PCG) will host the Maritime Safety Summit 2019 with the theme, *“Creating a Culture of Safer People, Safer Ships and Cleaner Environment”*.

This year’s theme is a manifestation of the three agencies’ commitment to support the modernization of domestic shipping, promotion of maritime safety in the country with due regard on environmental preservation and improvement of services in transporting passengers and cargoes.

Relative to the conduct of said undertaking, the PPA will entail a lease of venue including meals for an approved estimated budget of Seven Hundred Thousand Pesos (Php 700,000.00):

<b>Title of Activity</b>	<b>Proposed Schedule</b>	<b>Number of Participants</b>	<b>Approved Estimated Budget</b>
Maritime Safety Summit 2019	30 August 2019	500 pax	Php 700,000.00

### **II. SCOPE OF SERVICES**

1. The supplier shall provide a set-up for 500 participants for a half-day conference (8:00AM to 2:00PM).
2. Function Room/Hall particulars:
  - 2.1 Available from 8:00AM to 2:00PM and with round tables set-up that can accommodate 10 persons each table;
  - 2.2 Registration tables, tables and chairs set-up on stage to accommodate 11 persons for the manifesto signing;
  - 2.3 PA System (with 4 mics and stand and mic on podium);
  - 2.4 Podium/rostrum with microphone;
  - 2.5 Two (2) Projection Screens;
  - 2.6 Philippine Flag plus four (4) Flag Poles;
  - 2.7 Standard Physical Arrangement;
  - 2.8 Standard Floral Arrangement;
  - 2.9 Stand-by waiters during the session;
  - 2.10 Free Wi-Fi access;
  - 2.11 Free parking slots;

- 2.12 Telephone unit with outside line for local calls; and
- 2.13 Pads and pencils

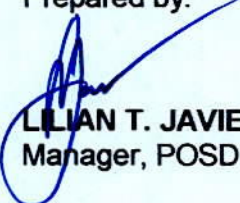
**3. Meals**

- 3.1 Morning Snack and Buffet Lunch
- 3.2 Food label per meal
- 3.3 Free-flowing coffee, tea and water;
- 3.4 Proposed menu should be a variety and
- 3.5 Physical and floral arrangement on buffet table

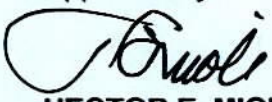
**4. Terms and Conditions**

- 4.1 Quotations should not exceed the Approved Estimated Budget for meals and lease of venue in the total amount of Php 700,000.00. Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
- 4.2 All quotations to be submitted must be duly signed by an authorized representative, and accompanied with the prescribed documentary requirements.
- 4.3 PPA will only reply to quotations that can provide/comply with the requirements stated in the foregoing.

Prepared by:

  
**LILIAN T. JAVIER**  
Manager, POSD

Approved by:

  
**HECTOR E. MIOLE**  
AGM for Operations