



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.PPA.COM.PH

REQUEST FOR QUOTATION

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

Event : **Terminal Managers' Conference**

Date : **September 28–30, 2017**
(2 nights, 3 days)

Area : **Cavite (Tagaytay or General Trias)**

Requirements :

1. Check-in is on September 28
Check-out is on September 30
2. Number of pax is 120
3. Conference Room from 8:00am to 6:00pm
 - Classroom-style if possible (subject for negotiation)
 - Separate Secretariat's table/Registration Area with 5 chairs
 - Flowing coffee/tea/water/candies during conference
 - One (1) stand-by technician during conference.
 - One (1) stand-by waiter during conference
4. Room Accommodation:
 - 30 Quadruple Rooms - OR -
 - 24 Quadruple Room and 8 Triple Sharing Room
 - All single beds, i.e. no bed sharing policy

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.

5. Meals:

- September 28 AM Snacks for 120 pax
Buffet Lunch for 120 pax
PM Snacks for 120 pax
Buffet Dinner for 120 pax
- September 29 Buffet Breakfast for 120 pax
AM Snacks for 120 pax
Buffet Lunch for 120 pax
PM Snacks for 120 pax
Buffet Dinner for 120 pax
- September 30 Buffet Breakfast for 120 pax
AM Snacks for 120 pax
Buffet Lunch for 120 pax
PM Snacks for 120 pax

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 (95.00%) or higher rating.
8. Quotations should not exceed Php925,000.00, 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 Corporate Planning Department, 5th floor PPA Building, Bonifacio Drive, South Harbor, Manila or emailed to Ms. Edwina Rita Estilon at erpestilon@ppa.com.ph on or before 5:00pm of

~~SEP 18 2017~~

14. For further information, you may contact Ms. Rita Estilon at (02) 527-8356 local 509.



ADRIAN FERDINAND S. SUGAY

Chairperson

HO-BAC-PGCS

Philippine Ports Authority