



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 : Dissertation Final Defense and Certification/Closing
Ceremony of the UNCTAD TrainForTrade Port
Management Programme, Modern Port Management
Course (Cycle 2)

DATE : September 21-22, 2017

TIME : 8:00 AM – 5:00 PM

PLACE : Manila

REQUIREMENTS :

1. Event is for two (2) days from 8:00 am – 5:00 pm on September 21, 2017 and 8:00-9:00 pm on September 22, 2017.
2. Set up is good for 55 pax and provision of the following:
 - AM/PM Snacks and Buffet Lunch for two (2) days
 - Buffet Dinner on September 22, 2017 for seventy (70) pax
 - Food label per meal
 - Use of three (3) function rooms with PA system and LCD Projector for the Dissertation Final Defense and one (1) ballroom for the Closing Ceremony
 - Podium/Rostrum with wireless or lapel microphone
 - Philippine Flag for display at the venue and provision of the Philippine National Anthem for the Closing Ceremonies
 - Dedicated/stand-by technicians for the whole duration of the sessions
 - Dedicated internet connection (at least 4 MBps) and stand-by IT technician during activities
 - No electrical charge for the laptops
 - Free flowing coffee or tea
 - Flipchart and whiteboard with markers and erasers at the break-out rooms
 - Registration table, pads and pencils
 - Standard physical and floral arrangement
 - Complimentary Internet and parking coupons
 - Telephone units with outside line for local calls

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.

3. Hotel accommodation for the four (4) UNCTAD Experts for five (5) nights (single rooms) with the following inclusions:
 - Daily buffet breakfast
 - Complimentary bottled mineral water
 - Coffee and tea making facilities
 - Safety deposit box in the room
 - Wifi access per room
4. Proposed menu should be a variety.
5. Estimated number of participants is based on minimum of 55 pax from September 21-22, 2017 and 70 pax during dinner on September 22, 2017 but may change based on actual.
6. Quotations should not exceed Php777, 200.00, the estimated expenses for food and accommodation of trainers. Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
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 arrangement only, to be processed within 15-30 working days.
10. Quotations may be hand-carried to the PPA Training Institute, South Harbor, Port Area, Manila or emailed at ppati@ppa.com.ph.
11. For further information and clarification, you may get in touch with the undersigned at Telephone Nos. 02-3366512/3366516/3366515.



ADRIAN FERDINAND S. SUGAY

Chairperson
HO-BAC PGCS