



BONIFACIO DRIVE, SOUTH HARBOR, PORT AREA, MANILA 1018, PHILIPPINES  
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## REQUEST FOR QUOTATION

- COMPANY : Philippine Ports Authority  
Bonifacio Drive, South Harbor  
Port Area, Manila
- EVENT : Coaching Workshop of the UNCTAD TrainForTrade  
Port Management Programme
- DATE : September 25-28, 2017
- TIME : 8:00 AM – 5:00 PM
- PLACE : Manila
- REQUIREMENTS :
1. Event is for four (4) from 8:00 am – 5:00 pm from September 25-27, 2017 and 8:00-9:00 pm on September 28, 2017.
  2. Set-up for catering services is good for 38 pax and provision of the following:
    - AM/PM Snacks and Buffet Lunch for four (4) days
    - Buffet Dinner on September 28, 2017 for forty-five (45) pax
    - Food label per meal
    - Free flowing coffee or tea
    - Standard physical and floral arrangement
    - Uniformed waiters/food servers and staff
    - Choice of color motif
    - Tables and chairs with skirting
    - Silverwares, glasswares and china wares
  3. Hotel accommodation for the four (4) UNCTAD Experts for seven (7) 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

### 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.

4. Proposed menu should be a variety.
5. Estimated number of participants is based on minimum of 38 pax but may change based on actual.
6. Quotations should not exceed Php227,500.00 for estimated expenses for catering services and Php140,400.00 for hotel accommodation of UNCTAD Experts. 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