



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 : PPA-GAD National Planning Conference

DATE : November 8-10, 2017

TIME : 8:00AM – 5:00PM

PLACE : Tagaytay/Cavite

REQUIREMENTS :

1. Event is for 3 days and 2 nights from 8:00 am – 5:00 pm
2. Set up is good for 60 pax and provision of the following:
 - Lunch, PM Snacks and Buffet Dinner (November 8), AM&PM Snacks, Lunch and Dinner (November 9), and AM Snack and Lunch (November 10) for minimum of fifty-five (55) pax.
 - Use of one (1) function room, preferably classroom type, with PA system and LCD Projector for the planning and workshop purposes.
 - Podium/Rostrum with wireless or lapel microphone.
 - Philippine Flag for display at the venue and provision of the Philippine National Anthem for the Opening Ceremonies.
 - Dedicated/Stand-by technicians for the whole duration of the sessions.
 - Dedicated internet connection (at least 4MBps) and stand-by IT Technician during activities.
 - No electrical charge for laptops.
 - Free flowing coffee and tea
 - Flipchart and whiteboard with markers and erasers at the conference room.
 - Registration table, pads and pencils.
 - Standard physical and floral arrangements.
 - Complimentary internet and parking coupons.
 - Telephone units with outside line for local calls.

VISION

By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

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 one (1) executive officer (single room) and fifty-five (55) participants (triple sharing rooms) for 2 nights with the following inclusions:
 - Daily buffet breakfast
 - Complimentary bottled water
 - Coffee and tea making facilities
 - Wifi access per room
4. Proposed menu should be a variety.
5. Estimated number of participants is based on minimum of fifty-five (55) pax from November 8-10, 2017 but may change based on actual.
6. Quotations should not exceed Php 330,000.00; the expenses for food and accommodation of participants. 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 emailed to santiagocams19@gmail.com and kbancheta@ppa.com.ph before 5:00 pm, November 6, 2017.
11. For further information and clarification, you may get in touch with the undersigned at Telephone Nos. 02-5278356 loc. 326.



ADRIAN FERDINAND S. SUGAY
Chairperson, HO_BAC- PGCS