



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 : **FINANCE CONFERENCE 2017**

DATE : **December 4-6, 2017**
3Days/2Nights

TIME : **8:00AM to 5:00PM**

PACE : **TAGAYTAY CITY**

REQUIREMENTS:

1. Check – in is on December 4
Check - out is on December 6
2. Set up is good for 60 pax and provision of the following:
 - Use of one (1) function room, preferably Classroom type, with PA system and LCD Projector for the conference purposes.
 - Wireless microphones
 - Philippine flag for display at the venue and provision of the Philippine National Anthem for the Opening Ceremonies
 - Separate Secretariat's table/Registration Area with 4 chairs
 - Flowing coffee/tea/water/candies during conference.
 - One (1) dedicated/stand-by technician and one (1) stand-by waiter for the whole duration of the sessions.
 - Dedicated internet connection (at least 4MBps) and stand-by IT-Technician during the conference.
 - No electrical charge for laptops.
 - Free flowing of candies, coffee and tea.
 - Flipchart and whiteboard with markers and erasers at the conference room.
 - Registration table, pads and pencils.
 - Standard physical and floral arrangements.
 - Telephone units with outside line for local call.
3. Hotel Accommodation for one (1) Quadruple Room and sixty (60) participants (twin sharing rooms) for 2 nights with the following inclusions:
 - Daily buffet breakfast
 - Complimentary bottled water
 - Coffee and tea making facilities
 - Wifi access per room

VISION

By 2030, PPA shall have provided globally competitive port service 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 community and the environment, and be a model corporate agency of the government.
2. Establish 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 values to the country's image and reputation.

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4. Proposed menu should be variety.

5. MEALS

<u>Date</u>		<u>No. of Participants/ MEALS</u>
December 4	-	60 pax (Buffet Lunch, PM Snacks & Buffet Dinner)
December 5	-	60 pax (AM/PMSnack, Buffet Lunch, & Buffet Dinner)
December 6	-	60 pax (AM/PMSnack, Buffet Lunch, & Buffet Dinner)

6. Actual number of pax and room accommodations may change based on actual.
7. Quotation should not exceed **Php500,000.00**. Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
8. 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.
9. 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.
10. PPA will only reply to Quotations that can accommodate the requirements stated in the foregoing.
11. 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.
12. Quotations may be hand-carried to the Controllorship Department, 3rd floor PPA Building, Bonifacio Drive, South Harbor, Manila or emailed to Ms. Floerfida Jacobo/Cristine Joy M. Manuel at hofcd@ppa.com.ph on or before **November 15, 2017.**
13. For further information and clarification, you may contact Ms. Floerfida F. Jacobo/Cristine Joy M. Manuel at (02) 527-8356 local 333.

ADRIAN FERDINAND S. SUGAY

Chairperson
HO-BAC-PGCS
Philippine Ports Authority