



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 : **Advanced Corporate Governance Training/Workshop, Board Assessment and Board Meeting**

Date : **December 12, 2017 (whole day)**

Venue : **Within Metro Manila**

Requirements:


1. Proposed number of participants/attendees: 35
2. Conference Room particulars:
 - a. Available whole day, starting 8:00 A.M. onwards;
 - b. U-shaped conference table;
 - c. Separate Secretariat's table;
 - d. Flowing coffee/tea/water;
 - e. At least one (1) stand-by technician during the conference;
 - f. At least two (2) stand-by waiter during the conference;
 - g. Use of projector and widescreen, and at least four (3) microphones;
 - h. Provision of whiteboard, markers and paper; and
 - i. Wifi access
3. Meals:
 - a. A.M. Snacks;
 - b. Buffet Lunch;
 - c. P.M. Snacks; and
 - d. Buffet Dinner

VISION

"By 2020, PPA shall have provided port services of global standards."

MISSION

4. A Rating of Lease of Venue shall be accomplished by the Agency. Submitted quotations are considered responsive if they have achieved a Ninety-Five percent (95%) or higher rating.
5. Quotations should not exceed PhP150,000.00, the Approved Budget for the Contract (ABC). Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
6. All quotations to be submitted must be duly signed and accompanied with the following documents: PhilGeps registration, DTI or SEC registration, Mayor's Permit and Income Tax Return.
7. The Agency reserves the right to reject any or all quotations at any time prior to the award of the contract, and to accept quotations as may be considered advantageous to the Government.
8. The Agency will only reply to quotations that can accommodate the requirements stated in the foregoing.
9. As a government office, the Agency can settle its obligation via send-bill option only, to be processed within 15 to 30 days from the receipt of the billing statement and other required documents.
10. Quotations may be hand-carried to the BAC Office, 5th Floor, PPA Building, Bonifacio Drive, South Harbor, Port Area, Manila, or e-mailed at cnamirez@ppa.com.ph on or before 5:00P.M. of December 4, 2017.
11. For further information, you may contact us at (02) 527-6423.


ANGELINA A. LLOSE
Vice-Chairperson
Bids and Awards Committee
for Procurement of Goods
and Consultancy Services
(BAC-PGCS)