



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 PORT SAFETY SUMMIT 2017

Date : December 14 – 15, 2017
(2-Day Summit cum Workshop)

Time : 8:00 AM – 5:00 PM

Area : Metro Manila

REQUIREMENTS:

1. **Accommodation details.** This is a live-out event. No room requirements are needed for the guest/s. No overnight hold is required.
2. Number of persons is 200.
3. **Venue / Set-Up.**
 - a. Class Room Type for Day 1 and Day 2.
 - b. Provision for at least three (3) Break-out rooms for Day 2 cluster/workshop activities.
 - c. Conference Type for Break-out room/s for approximately 65 pax per room.
 - d. Separate Secretariat's table/Registration Area with five (5) chairs.
 - e. Flowing coffee/tea. Mint candies replenished daily.
 - f. Dedicated banquet service personnel and stand-by technician to attend to all meeting arrangement.
 - g. Basic sound system and audio-visual equipment such as LCD projector with wide screen.

VISION

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

MISSION

... to the development of communities and the environment, and to a model, corporate economy of the environment

4. **Meals.**

- a. December 14 – (AM Snacks/Lunch/PM Snacks) for 200 pax.
 - b. December 15 – (AM Snacks/Lunch/PM Snacks) for 200 pax
5. Actual number of pax may change based on actual.
 6. A **Rating of Lease of Venue** shall be accomplished by the PPA. Submitted quotations are considered responsive if they have achieved a **Ninety-Five Percent (95.00%)** or higher rating.
 7. Quotations should not exceed Php 995,000, the **Approved Budget for Contract (ABC)**. 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 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 event.
 12. Quotations may be hand-carried to the **Port Operations & Services Department**, 3rd Floor, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila or emailed to **Ms. Jenneliza D. Rebong** at jdrebong@ppa.com.ph. Deadline for submission is on December 05, 2017, 8:00 AM – 5:00 PM.
 13. For further information, you may contact Ms. Jenneliza D. Rebong at Telefax (02) 336-5151; Trunkline (02) 527-8356 loc.356.

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ANGELINA A. LLOSE
Vice-Chairperson
HO-BAC-PGCS
Philippine Ports Authority