



REQUEST FOR QUOTATION

Pursuant to Section 53.10 (Lease of Real Property or Venue) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the Philippine Ports Authority PMO NCR – North (PPA PMO-NCN) would like to invite your company to submit quote or proposal for the **Procurement of Lease of Venue and Services for APNS Forum 2022 on October 17 to 19, 2022.**

The Approved Budget for the Contract (ABC) is **Three Hundred Sixty Seven Thousand Five Hundred Seventy Pesos (P367,570.00)**, inclusive of all existing and appropriate government taxes and charges.

The technical specifications for the said activity is as follows:

	ITEM, DESCRIPTION, & MINIMUM SPECIFICATIONS
Event Title	APNS Forum 2022 on October 17 to 19, 2022
Period	October 17 to 19, 2022
Quantity	Venue and Manage Buffet Serving and Function Room Use for 70 pax
Venue	NCR, Manila
Function Room	<ul style="list-style-type: none"> a. Meeting room for Forty (40) persons (considering health protocols) b. Standard Meeting Amenities: Whiteboard with markers, pads & pencil, mints c. Banquet set-up service d. Podium e. Free-flowing coffee and tea inside the venue f. Usage of function room for the entire duration of the Activity g. Use of Sound System with microphones h. LCD screen and projector, complimentary shared Wi-Fi access i. Complimentary Parking Pass for five (5) vehicles j. Hand Sanitizer k. Three (3) extension cords
Meals/ Catering Services	Manage Buffet and Packed Servings for the following: October 17, 2022 Packed Breakfast (11 pax), Lunch (30 pax) October 18, 2022 AM Snack (70 pax) Buffet Lunch (40 pax), Packed Lunch (30)and Dinner (40 pax) October 19, 2022 AM Snack (40), packed snack (30 pax) and Buffet Lunch for (40 pax)
Dedicated Internet Connection	Dedicated Internet Connection -20 mbps

Others	<ul style="list-style-type: none"> a. Free parking for the duration of the Stay b. Free use of Amenities c. Other facilities and rating factors in accordance with the Table of Rating Factors for Lease of Venue provided under Annex H, Appendix C of the IRR.
Evaluation and Selection Criteria: Only service providers with a WEIGHTED AVERAGE of EIGHTY-FIVE PERCENT (85%) shall be included in evaluating their proposal (making use of the availability and quality of venue, location and site condition, neighbourhood data, quality of food and facilities, and cost).	

Your quotation or bid proposal must be submitted together with Mayor's Permit/Business Permit, PhilGeps Registration Number, Income/Business Tax Return on or before October 17, 2022 05:00 PM either through personal delivery to Procurement Unit located at the Ground Floor, PPA PMO NCR – North, Administrative Building, Mel Lopez Blvd., R10, Tondo, Manila or via email address bac.ncrn@gmail.com

For questions and/or clarifications, please contact the Procurement Unit at telephone number 8241-3858.



FRANCIS ALDRICH A. RUBIO
BAC Chairperson