



26 September 2018

REQUEST FOR QUOTATION

COMPANY : **Philippine Ports Authority**
Bonifacio Drive, South Harbor, Port Area, Manila

EVENT : **CSD CAPACITY BUILDING 2018**

VENUE : **TAGAYTAY CITY**

REQUIREMENTS:

1. Program Details and Budget

Capacity Building	Date	No. of Participants
Batch 1	October 8-11, 2018	49
Batch 2	October 16-19, 2018	37
Batch 3	October 23-26, 2018	46

2. Set up is good for the corresponding number of pax per batch and provision of the following:

- Use of one (1) function room, preferably Classroom type
- Basic sound system and audio equipment such as LCD projector with wide screen.
- Three (3) 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 four (4) chairs
- Flowing coffee/tea/water/candies during the conference replenished daily
- One (1) dedicated/stand-by technician and one (1) banquet service personnel to attend all meeting arrangement.
- Dedicated internet connection (at least 4MBps) and stand-by IT-Technician during the conference.
- No electrical charge for printers and laptops.
- 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.
- One (1) welcome banner
- Food for the fellowship for the corresponding number of pax per batch at the rate of Php400/head

3. **Hotel Accommodation** as follows:

Capacity Building	Date	Room Type	No. of Rooms
Batch 1	October 8-11, 2018	Single Occupancy	14
		Double Occupancy	13
		Triple Occupancy	3
		Total No. of Rooms	30
Batch 2	October 16-19, 2018	Single Occupancy	10
		Double Occupancy	9
		Triple Occupancy	3
		Total No. of Rooms	22
Batch 3	October 23-26, 2018	Single Occupancy	13
		Double Occupancy	12
		Triple Occupancy	3
		Total No. of Rooms	28

Also, the above-mentioned hotel accommodation shall have the following inclusions:


- Daily Buffet Breakfast
- Complimentary bottled water
- Coffee and tea making facilities, towel and toiletries
- Wifi access per room

4. Proposed menu should be variety.

5. **MEALS.**

Capacity Building	Date	No. of participants	MEALS
Batch 1	October 8, 2018	49	PM Snack, Buffet Dinner
	October 9, 2018	49	AM Snack, Buffet Lunch, PM Snack, Buffet Dinner
	October 10, 2018	49	AM Snack, Buffet Lunch, PM Snack, Buffet Dinner
	October 11, 2018	49	AM Snack, Buffet Lunch
Batch 2	October 16, 2018	37	PM Snack, Buffet Dinner
	October 17, 2018	37	AM Snack, Buffet Lunch, PM Snack, Buffet Dinner
	October 18, 2018	37	AM Snack, Buffet Lunch, PM Snack, Buffet Dinner
	October 19, 2018	37	AM Snack, Buffet Lunch
Batch 3	October 23, 2018	46	PM Snack, Buffet Dinner
	October 24, 2018	46	AM Snack, Buffet Lunch, PM Snack, Buffet Dinner
	October 25, 2018	46	AM Snack, Buffet Lunch, PM Snack, Buffet Dinner
	October 26, 2018	46	AM Snack, Buffet Lunch

6. Actual number of pax and room accommodations may change based on actual.
7. 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%) or higher rating.
8. Quotation should not exceed **Php712,000.00**, the **Approved Budget for Contract (ABC)**. Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
9. 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.
10. 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.
11. PPA will only reply to Quotations that can accommodate the requirements stated in the foregoing.
12. 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.
13. Quotations may be hand-carried to the **Commercial Services Department**, 3rd floor PPA Building, Bonifacio Drive, South Harbor, Manila or emailed to Mr. Joselito O. Sinocruz at josinocruz@ppa.com.ph on or before **October 3, 2018 8:00AM – 5:00PM**
14. For further information and clarification, you may contact Ms. Catherine R. Esto/Myriam R. Lorzano at Telefax (02) 336-5159; Trunkline (02) 527-8356 to 83 local 308/310.



MARK JON S. PALOMAR
Chairperson
HO-BAC-PGCS
Philippine Ports Authority