



**REQUEST FOR QUOTATION**  
(Small Value Procurement)

Name of Project : **Lease of Venue with Meals Re Conduct of Final Dissertation Review and Mock Oral Defense UNCTAD Trainfortrade Port Management Programme (TFT PMP), Modern Port Management Course, Cycle 3**

Approved Budget for the Contract : **P201, 900.00**

Deadline for Submission : **March 16, 2020**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Omnibus Sworn Statement and Secretary's Certificate/Special Power of Attorney.

Quotations shall be submitted in person to the Manager, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive  
South Harbor, Port Area, Manila  
Telephone/Fax No. 527-4735  
954-88-00 loc. 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

Very Truly Yours,

  
**MARK JON S. PALOMAR**  
Chairperson, Bids and Awards Committee  
Procurement of Goods and Consultancy Services

**TERMS OF REFERENCE FOR  
LEASE OF VENUE WITH MEALS RE CONDUCT OF  
FINAL DISSERTATION REVIEW AND MOCK ORAL DEFENSE  
UNCTAD TRAINFORTRADE PORT MANAGEMENT PROGRAMME (TFT PMP),  
MODERN PORT MANAGEMENT COURSE, CYCLE 3**

**I. INTRODUCTION**

The Philippine Ports Authority in partnership with United Nations Conference on Trade and Development (UNCTAD) has completed the conduct of Modules 1-8 of the UNCTAD TrainForTrade Port Management Programme (TFT PMP), Modern Port Management Course, Cycle 3 in Manila.

Relative to this, a **Final Dissertation Review** and **Mock Oral Defense** was scheduled on **February 2020** prior to submission of the papers and corresponding oral defense to UNCTAD Jury as follows:

Submission to UNCTAD                    - March 27, 2020  
Oral Defense to UNCTAD Jury       - April 21-22, 2020

These activities aim to equip and immerse the participants to the actual Oral Defense which will entail a lease of venue with meals for the participants, selected UNCTAD Local Trainers who will seat as members of the Jury and the Working Committee.

**II. SCOPE OF SERVICES**

1. The supplier shall provide the following during the conduct of the Final Dissertation Review and Mock Oral Defense:
  - 1.1 Set up for 37 pax per day for two (2) days for the participants, UNCTAD Local Experts and Working Committee.
  - 1.2 Conference Room particulars:
    - a. Available from 8:00 am to 8:00 pm and U-shape conference table for the whole duration of the programs;
    - b. Registration table and separate table for the UNCTAD Expert, Local Trainers and Working Committee;
    - c. Free-flowing coffee, tea and water;
    - d. Function room with PA system and LCD Projector, rostrum, four (4) wireless microphone and lapel microphone for the resource persons;
    - e. Philippine Flag for display at the venue and provision of the Philippine National Anthem for the Opening and Closing Ceremonies;
    - f. Dedicated/stand-by Audio/video and IT technicians for the whole duration of the sessions
    - g. At least two (2) stand-by waiters during the session;
    - h. Free Wi-Fi access and dedicated router (internet connection at least 12 MBps) for the whole duration of the program;
    - i. No electricity charge for the 30 laptops, 1 printer, 1 scanner and electricity use;

- j. Flipchart and whiteboard with markers and erasers;
- k. Complimentary parking coupons;
- l. Telephone units with outside line for local calls; and
- m. Pads and pencils for the participants and trainers.

2. Meals:

- a. AM/PM Snacks, Buffet Lunch and Dinner for the duration of the program;
- b. Additional AM Snacks for the guest during the Opening Ceremony;
- c. Food label per meal;
- d. Proposed menu should be a variety; and
- e. Physical and floral arrangement on buffet table;

3. Hotel accommodation for one (1) UNCTAD Local Expert for four (4) nights with the following inclusions:

- a. Complimentary daily buffet breakfast
- b. Complimentary bottled mineral water
- c. Coffee and tea making facilities
- d. Safety deposit box in the room
- e. Wifi access per room

- 4. Estimated number of participants is based on minimum but may be subject to change per actual.
- 5. Quotations should not exceed the Approved Estimated Budget for meals and accommodation of trainers. Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.

### III. TERMS AND CONDITIONS

- 1. All quotations to be submitted must be duly signed by an authorized representative, and accompanied with the prescribed documentary requirements.
- 2. PPA will only reply to quotations that can provide/comply with the requirements stated in the foregoing.
- 3. PPA, as a government office, can settle its obligation via send-bill arrangement only, which will be to be processed within 7-15 working days.

  
**MARYGENE F. MONTENEGRO**  
Acting Manager, PPA Training Institute