



BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-027-2024

Name of Project : **PROCUREMENT OF VENUE FOR THE 6TH
PPA ENGINEERING CONFERENCE 2024**

Approved Budget for the Contract : **P 552,000.000**

Deadline for Submission : **April 12, 2024**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit and PhilGeps Registration Number, Income/Business Tax Return and Omnibus Sworn Statement with attached Secretary's Certificate or 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
5th 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

Very Truly Yours,


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

TERMS OF REFERENCE

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

Event : **6th PPA Engineering Conference 2024**

Date : **April 17-19, 2024**
2 nights, 3 days

Area : **Manila**

Requirements :

1. Total Number of pax is 100.

2. Conference Room Requirements:

- Use of the conference room on the following dates:

April 17, 2024 from 8:00 am to 5:00 pm

April 18, 2024 from 8:00 am to 5:00 pm

- U-shaped style seating arrangement for 100 pax
- Separate secretariat's table for 5 pax
- Around 2-4 wireless microphones
- White screen, projector and pointer
- Philippine Flag and Philippine National Anthem
- Papers and ballpen
- Stable internet connection
- Flowing water, coffee, tea and candies during the conference
- 1-standby technician while conference is ongoing to check on the sound system, projector, electrical plugs' connections and extensions, etc.
- 1-standby waiter while conference is ongoing

3. Meal Requirements:

- April 17 Plated AM Snack
 Buffet Lunch
 PM Snacks
- April 18 Plated AM Snacks
 Buffet Lunch
 Plated PM Snacks

4. Quotations should not exceed Php 552,000.00, **the Approved Budget for the Contract (ABC).**

5. Amount stated in the Proposed Quotation must be inclusive of applicable government taxes.
6. A rating of Lease of Venue shall be accomplished by the PPA. Submitted quotations are considered responsive if they have achieved a Ninety Percent (90.00%) or higher rating.
7. All quotations to be submitted must be duly-signed and accompanied with the following documents:
 - Mayor's/Business Permit
 - PhilGEPS Registration Number
 - Income/Business Tax Return
 - Omnibus Sworn Statement with Secretary's Certificate
8. Quotations shall be submitted in person at BAC Office, 5th floor PPA Corporate Building, Bonifacio Drive, South harbor, Port Area, Manila or thru email: pdd@ppa.com.ph.
9. 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.
10. PPA will only reply to Quotations that can accommodate the requirements stated in the foregoing.
11. PPA, as a government office, will settle its obligation via send-bill option within 15 working days upon receipt of Billing Statement.


REYNAND C. PARAFINA
Manager, Port Planning and Design Department
End-User