



## **REQUEST FOR QUOTATION**

(Small Value Procurement)

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

Event : Module 2. The Organization of a Port System of  
the UNCTAD TranFor Trade Port Management  
Programme (TFT PMP), Modern Port Management  
Course, Cycle 3

Date : April 22-26, 2019

Venue : Manila

### **REQUIREMENTS :**

1. Event is for five (5) days and proposed set-up is good for 37 pax.
2. Conference Room particulars and provision of the following:
  - a. Available from 8:00 am to 7:00 pm and U-shape conference table from April 22-25, 2019;
  - b. Registration table and separate table for the UNCTAD Expert, Local Trainers and Secretariat;
  - 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);
  - i. No electricity charge for the laptops, printer 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.

3. Meals:
  - a. AM/PM Snacks and Buffet Lunch for four (4) days;
  - b. Ten (10) AM snacks for the guests during the Opening Ceremony on April 22, 2019;
  - c. AM snacks for 37 pax during the Port Tour in Batangas on April 26, 2019;
  - d. Food label per meal;
  - e. Proposed menu should be a variety; and
  - f. Physical and floral arrangement on buffet table.
4. Hotel accommodation for the two (2) UNCTAD Experts for six (6) 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
5. Estimated number of participants is based on minimum of 37 pax from April 22-26, 2019.
6. Quotations should not exceed the Approved Estimated Budget of Php 270,425.00, the Approved Estimated Budget for meals and accommodation of trainers. Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.
7. 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.
8. PPA will only reply to quotations that can provide/comply with the requirements stated in the foregoing.
9. PPA, as a government office, can settle its obligation via send-bill arrangement only, which will be to be processed within 15-30 working days.
10. Quotations may be hand-carried to the PPA Training Institute, South Harbor, Port Area, Manila or emailed at **ppati@ppa.com.ph on or before 5:00 pm, April 17, 2019.**
11. For further information and clarification, you may get in touch with the undersigned at Telephone Nos. 02-3366512/3366516/3366515.

*fr:*   
**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 MODULE 2. THE ORGANIZATION OF A PORT SYSTEM  
OF THE 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 successfully launched "Modern Port Management Course", UNCTAD TrainForTrade Port Management Programme (TFT PMP) Cycle 3 on March 4, 2019 in Manila.

Relative to this, this Authority has scheduled the conduct of Module 2. The Organization of a Port System on April 22-26, 2019 in Manila for the identified participants which shall entail a lease of venue with meals with an approved estimated budget of Two Hundred Seventy Thousand Four Hundred Twenty-Five Pesos (Php270,425.00).

**II. SCOPE OF SERVICES**

The supplier shall provide the following:

1. Set up for proposed number of participants – 37 pax
2. Conference Room particulars:
  - a. Available from 8:00 am to 7:00 pm and U-shape conference table from April 22-25, 2019;
  - b. Registration table and separate table for the UNCTAD Expert, Local Trainers and Secretariat;
  - 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;
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3. **Meals:**
  - a. AM/PM Snacks and Buffet Lunch for four (4) days;
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### III. TERMS AND CONDITIONS

1. All quotations to be submitted must be duly signed by an authorized representative, and accompanied with the following documentary requirements:
  - a. PhilGeps Registration Number;
  - b. Mayor's/Business Permit; and
  - c. Omnibus Sworn Statement with Certificate authorizing the representative to sign for and on behalf of the company.
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