



**REQUEST FOR QUOTATION**  
(Small Value Procurement)  
**BAC-PGCS-038-2022**

Name of Project : **Lease of Venue with Meals and Accommodation Re Conduct of Final Oral Dissertation Defense and Certification Program UNCTAD Trainfortrade Port Management Programme (TFT PMP), Modern Port Management Course, Cycle 4**

Approved Budget for the Contract : **P235,500.00**

Deadline for Submission : **November 29, 2022**


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.

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 AND ACCOMMODATION RE CONDUCT OF  
FINAL ORAL DISSERTATION DEFENSE AND CERTIFICATION PROGRAM  
UNCTAD TRAINFORTRADE PORT MANAGEMENT PROGRAMME (TFT PMP),  
MODERN PORT MANAGEMENT COURSE, CYCLE 4  
(BAC-PGCS-038-2022)**

**I. INTRODUCTION**

The Philippine Ports Authority, in partnership with United Nations Conference on Trade and Development (UNCTAD) is implementing the Port Management Programme Modern Port Management Course (Cycle 4) for CY 2021-2022.

Relative to this, the course's culminating activity is the conduct of the Final Oral Dissertation Defense and Certification Program on December 2022 in Manila which will entail lease of venue with meals and accommodation.

**II. SCOPE OF SERVICES**

1. The supplier shall provide the following during the conduct of the Final Oral Dissertation Defense and Certification Program:

1.1 Set up for three (3) conference rooms for six (6) pax and one (1) function room for 90 pax for two (2) days for the participants, UNCTAD experts, local trainers, juries, mentors, guests, and working committee.

1.2 Conference and Function Rooms particulars:

- a. Available from 8:00 am to 6:00 pm and u-shape type table set-up for 3 conference rooms and round tables for the function room for the whole duration of the program;
- b. Presidential table for the UNCTAD experts, local trainers, juries, mentors and guests and registration table and secretariat table for the Working Committee;
- c. Free-flowing coffee, tea and water;
- d. Conference and function rooms with sound system and LCD projector, rostrum, six (6) wireless microphone and lapel microphone;
- e. Flipchart and whiteboard with markers and erasers;
- f. Philippine Flag for display at the venue;
- g. Dedicated/stand-by audio/video and IT technicians for the whole duration of the sessions
- h. At least two (2) stand-by waiters during the session;
- i. Free Wi-Fi access and dedicated router (internet connection at least 12 MBps) for the whole duration of the program;
- j. Waived electricity charge for the laptops, printer and other training equipment;
- k. Complimentary parking coupons;
- l. Telephone units with outside line for local calls; and
- m. Pads and pencils for the attendees.

- 1.3 Meals:
  - a. AM/PM snacks and buffet lunch for the duration of the program;
    - 60 pax on day one (1)
    - 90 pax on day two (2)
  - b. Food label per meal;
  - c. Free-flowing coffee, tea and water;
  - d. At least two (2) stand-by waiters during the session;
  - e. Proposed menu should be a variety;
  - f. Includes Halal food for Muslim participants; and
  - g. Physical and floral arrangement on buffet table.
  
- 1.4 Hotel Accommodation for four (4) UNCTAD experts for four (4) nights with the following inclusions:
  - a. Four (4) single/twin sharing
  - b. One (1) complementary quadruple sharing
  - c. Complimentary daily buffet breakfast
  - d. Complimentary bottled mineral water
  - e. Coffee and tea making facilities
  - f. Safety deposit box in the room
  - g. Wi-Fi access per room
  
2. Estimated number of participants is based on minimum but may be subject to change per actual.
  
3. Quotations should not exceed the Approved Estimated Budget for lease of venue and meals.

### 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 processed within 30 working days.

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