



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

Name of Project : **Procurement of Services for PPA Head Office Christmas Party**

Approved Budget for the Contract : **P 141, 833.33**

Deadline for Submission : **06 December 2019**

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.

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

<b>Item No.</b>	<b>Specification</b>	<b>Qty</b>	<b>Unit</b>
<b>1</b>	<b>Banderitas - festive colors</b>	<b>1,000</b>	<b>mtr</b>
<b>2</b>	<b>Long wooden tables with red and green cover</b>	<b>215</b>	<b>pc</b>
	<b>(8 pax)</b>		
<b>3</b>	<b>Monoblock chairs without cover</b>	<b>1,750</b>	<b>pc</b>
<b>4</b>	<b>Labor</b>	<b>1</b>	<b>lot</b>

Venue set-up will be handled by the supplier including installation of banderitas. Delivery must be completed on December 10, 2019 at Eva Macapagal Terminal, Set-up will be on December 11, 2019. The party will be held on December 12, 2019.