



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Lease of Venue with Meals for the Conduct of Advance Corporate Governance Training/Workshop and 479th Regular Board Meeting**

Approved Budget for the Contract : **P 120,000.00**

Deadline for Submission : **December 09, 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 and Secretary 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
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

LEASE OF VENUE WITH MEALS FOR THE CONDUCT OF ADVANCED CORPORATE GOVERNANCE TRAINING/WORKSHOP AND 479TH REGULAR BOARD MEETING (BAC-PGCS-272-2019)

I. INTRODUCTION

1. In line with Republic Act No. 10149 (Code of Corporate Governance for GOCCs), the PPA Revised Code of Corporate Governance, and in compliance with GCG Memorandum Circular (MC) No. 2015-07 regarding the State's goal of embodying the Corporate Governance standards and practices of GOCCs at par with its ASEAN counterparts, PPA will be conducting a training/workshop for the PPA Board of Directors, Officers, and Officials which shall entail a lease of venue with meals.

The particulars for the lease of venue with meals:

Training/ Workshop to be conducted	Approved Budget for the Contract (ABC) for Lease of Venue with Meals	Proposed Date
Advanced Corporate Governance Training and 479 th Regular Board Meeting	PhP120,000.00	December 10, 2019

II. SCOPE OF SERVICES. The supplier shall provide as follows:

1. Proposed number of participants: 30 persons
2. Conference Room particulars:
 - a. Available from 10:00 A.M. to 7:00 P.M., excluding ingress and egress;
 - b. U-shaped conference table;
 - c. Separate Secretariat's table;
 - d. Free-flowing coffee/tea/water;
 - e. At least one (1) stand-by technician during the conference;
 - f. At least two (2) stand-by waiter during the conference;

- g. Use of projector and widescreen, and at least three (3) microphones;
- h. Provision of whiteboard, markers and paper; and
- i. Wifi access

3. Meals:

- a. A.M. Snacks;
- b. Buffet Lunch;
- c. P.M. Snacks; and
- d. Buffet Dinner

The menu shall include non-pork options.


- 4. Actual number of participants is subject to change per actual.
- 5. Quotations should not exceed PhP120,000.00, the Approved Budget for the Contract (ABC). Amount stated in the Proposed Quotation should be inclusive of applicable government taxes.

III. TERMS AND CONDITIONS

- 1. The Rating of Lease of Venue shall be accomplished by PPA. Submitted quotations are considered responsive if they have achieved a Ninety-Five percent (95%) or higher rating.
- 2. All quotations to be submitted must be duly signed by an authorized representative, and accompanied with the following documentary requirements:
 - a. PhilGeps registration; and
 - b. Mayor's or Business Permit;
- 3. PPA reserves the right to reject any or all quotations at any time prior to the award of the contract, and to accept quotations as may be considered advantageous to the Government.
- 4. PPA will only reply to quotations that can provide/comply the requirements.
- 5. PPA, as a government office, can settle its obligation via send-bill option only, to be processed within 15 to 30 days from the receipt of the billing statement and other required documents.

VI. BUDGET

1. The Approved Budget for the Contract is PhP120,000.00, inclusive of applicable government taxes.
2. Funding shall be chargeable against the Directors' and Committee Members' Expenses.


JAN PEARL F. PORTUGAL
End-User